DOCUMENT RESUME

ED 082 866 RC 007 300

TITLE Mexican American [Chicano] Handbook of Affirmative Action Programs for Employers and Employees and a Directory of Governmental-Industrial-Educational-Community Agencies and Representatives.

INSTITUTION Personnel Management Association of Aztlan, Downey, Calif.

PUB DATE Jul 73

NOTE 170p.

EDRS PRICE MF-$0.65 HC-$6.58

DESCRIPTORS Agencies; Directories; *Employment Opportunities; Government Role; *Legislation; *Mexican Americans; *Organizations (Groups); *Program Descriptions

ABSTRACT

Affirmative action is an employer's total effort to ensure equal employment opportunities. This includes guarantees that minorities and women are employed at every organization level to which their abilities and career objectives entitle them to aspire. Prepared by members of the Personnel Management Association of Aztlan, this handbook is designed to communicate useful information about affirmative action programs (AAP) to employees, prospective employees, employers, educational institutions, governmental compliance agencies, local training centers, and communities. Numerous affirmative action programs and related legislation, key elements of Revised Order No. 4, effective AAP forms, and parts of successful affirmative action programs are given. The handbook is divided into 6 sections: (1) What Affirmative Action Means to Employers; (2) Government Compliance Agencies Are There to Help; (3) High Schools, Colleges, and Universities Are Available; (4) Manpower and Training Sources Are Essential; (5) Chicano Government Representatives Are Increasing; and (6) National Chicano Organizations Are Involved. A directory of governmental-industrial-educational-community agencies and representatives is also included. (Author/NQ)

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MEXICAN AMERICAN {CHICANO}

Handbook of

Affirmative Action Programs For Employers And Employees

and a directory of

Governmental-Industrial-Educational-Community Agencies and Representatives

Personnel Management Association of Aztlan

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July 1973

The Personnel Management Association of Aztlan is deeply grateful to the Space Division of Rockwell International for its assistance in preparing and publishing this book.

Foreword

The purpose of this handbook is to promote the full utilization of Chicano talents and skills in every area and stratum of society. If this goal is to be realized, the Chicano community must assume the lead. Chicanos must become involved in politics, whatever the level. They must take advantage of the comprehensive and exceptional educational opportunities available in schools, colleges, and universities throughout the Southwest. They should join organizations working to improve the condition of Chicanos and see that equal opportunity and affirmative action representatives—governmental or otherwise—are invited to meetings at which the membership is informed of legislation, regulations, and opportunities that will help the Chicano advance in his job, his education, or his business.

A select committee of PMAA personnel executives researched the material in this book. While every effort was made to include current data, some obsolescence is inevitable. For this reason, the book will be periodically revised to update the information and to incorporate changes resulting from constructive comments and criticism.

PMAA is proud of this handbook. Use it; share it; succeed with it.

Personnel Management Association of Aztlan
P.O. Box 4351
Downey, California 90241

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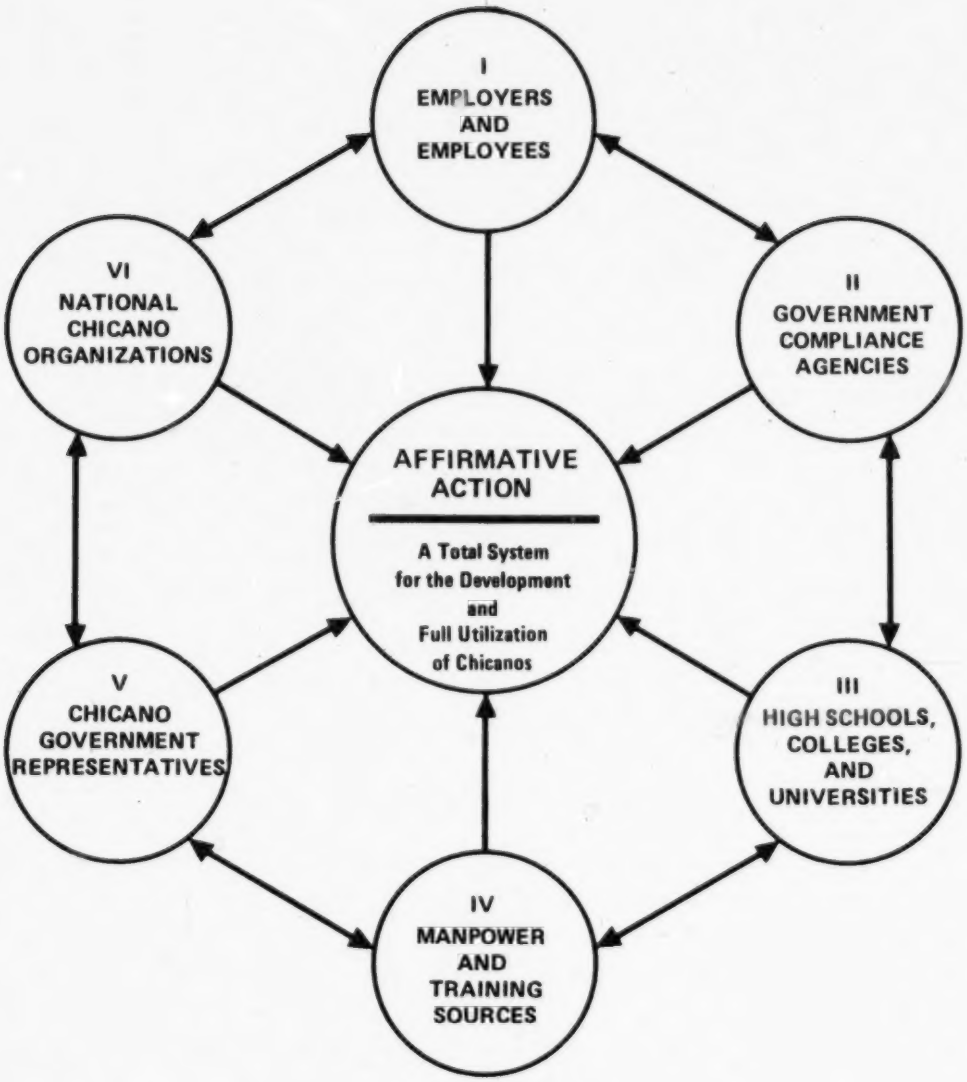
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for the Development
and
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of Chicanos

Introduction

This handbook was prepared by members of the Personnel Management Association of Aztlan, a group of professional Chicanos who have achieved recognition in the fields of personnel management and industrial relations, and whose success was realized in an environment far less liberal or progressive than today's. It is their desire to make it easier for all people of Mexican descent to avail themselves of career opportunities in every field of endeavor. The handbook, therefore, is designed to communicate useful information to employees and prospective employees as well as to employers, educational institutions, governmental compliance agencies, local training centers, and the community at large. It is hoped that each group using the handbook will realize its efforts in the Chicano cause will inevitably affect the success of all other groups.

The information herein will become increasingly important as governmental agencies such as the Equal Employment Opportunity Commission (EEOC), Office of Federal Contract Compliance (OFCC), and Fair Employment Practices Commission (FEPC) enforce equal employment and affirmative action laws and orders. If the Chicano wants government to be more responsive to his needs, he must make sure his voice is heard by government representatives. An employer whose contracts may depend on his equal employment posture must learn how the affirmative action program can become a result-oriented instrument that will help him best utilize his minority and women employees. The educational institution that faces the challenge of training an adequate number of minority and female graduates must learn how to meet the needs of the employer. Community training agencies must be responsive to the rapidly changing skill requirements of commerce and industry. National Chicano organizations must recognize the immediate needs of Chicano communities and redirect their priorities to serve those needs. Even the governmental compliance agencies, which have the formidable task of monitoring affirmative action plans, must realize there are millions of Chicanos who are depending on enforcement of the civil rights laws so that they can contribute their total abilities to–and receive their full share from–society.

If those rights are to be guaranteed, it is very important that we *all* understand *all* the facets of equal employment opportunity and affirmative action. Only then can the Chicano achieve equal recognition and equal opportunity. To encourage and facilitate that achievement is the overriding aim of this book.

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I What Affirmative Action Means to Employers and Employees

An employer whose contracts may depend on his equal employment posture must learn how the affirmative action program can become a result-oriented instrument that will help him best utilize his minority and women employees.

GUIDELINES FOR AFFIRMATIVE ACTION PROGRAMS

Affirmative action is an employer's total effort to ensure equal employment opportunities for all employees. This includes all the actions required to guarantee that minorities and women are employed at every level of the organization to which their abilities and career objectives entitle them to aspire. These affirmative actions are required by federal law: Revised Order No. 4 of Title 41, Public Contracts and Property Management. The following excerpts are from that law:

> Section 60-1.40 of this Chapter, Affirmative Action Compliance Programs, requires that within 120 days from the commencement of a contract each prime contractor or subcontractor with 50 or more employees and a contract of $50,000 or more develop a written affirmative action compliance program for each of its establishments . . .
>
> An acceptable affirmative action program . . . must be directed to correct the (employment) deficiencies and thus to increase materially the utilization of minorities and women at all levels and in all segments of the work force where deficiencies exist.

Recent employment investigations and compliance reviews of certain educational institutions and municipal governments by such agencies as the U.S. Department of Justice have prompted employers to develop and implement effective affirmative action programs (AAP's). Besides being backed by law, these programs are morally right and good business. The PMAA Handbook Committee strongly urges each employer, whether private or public, to use the information on the pages that follow in developing, implementing, and maintaining an affirmative action program.

Information in the handbook, especially that in this section, was developed with the following basic objectives in mind:

- **The information will be understood and used by affected persons who are not familiar with affirmative action legislation or programs, or whose knowledge of them is limited.**
- **The information will be further developed by persons who are familiar with the goals of affirmative action and by employers who have implemented or will implement affirmative action programs.**
- **The information will help society in general and communities in particular to recognize that minorities and women have been denied equal employment opportunities for centuries, and the direct and indirect effects of this discrimination will require extraordinary dedication, innovations, and result-oriented efforts as well as good faith if the problem is to be resolved without undue delay.**

The Handbook Committee researched extensively numerous affirmative action programs and related legislation in preparing this book. The committee concluded the federal government's Revised Order No. 4 (based on Executive Order 11246 and amended by 11375) and employers' efforts to comply with it constitute a sound foundation for this important section. Consequently, most of the section is devoted to highlighting key elements of Revised Order No. 4, effective AAP forms, and parts of successful affirmative action programs.

Contents of Revised Order No. 4

Revised Order No. 4 is an addition, Part 60-2, to Title 41 of the Code of Federal Regulations. It deals exclusively with affirmative action programs. The various subparts and titles of this important order are reproduced below.

PART 60-2 AFFIRMATIVE ACTION PROGRAMS

Subpart A – General

60-2.1 Title, Purpose and Scope
60-2.2 Agency Action

Subpart B – Required Contents of Affirmative Action Programs

60-2.10 Purpose of Affirmative Action Program
60-2.11 Required Utilization Analysis
60-2.12 Establishment of Goals and Timetables
60-2.13 Additional Required Ingredients of Affirmative Action Programs
60-2.14 Compliance Status

Subpart C – Methods of Implementing the Requirements of Subpart B

60-2.20 Development or Reaffirmation of the Equal Employment Opportunity Policy
60-2.21 Dissemination of the Policy
60-2.22 Responsibility for Implementation
60-2.23 Identification of Problem Areas by Organizational Unit and Job Classification
60-2.24 Development and Execution of Programs
60-2.25 Internal Audit and Reporting Systems
60-2.26 Support of Action Programs

Subpart D–Miscellaneous

60-2.30 Use of Goals
60-2.31 Preemption
60-2.32 Supersedure

Meeting the Requirements of Revised Order No. 4

The following paragraphs describe the most important and relevant sections and passages of the order. Subparts A (General) and D (Miscellaneous) are omitted entirely in the interest of brevity and because they deal primarily with administrative matters and with subjects previously mentioned. The questions in parentheses following subpart titles are the Handbook Committee's.

Subpart B – Required Contents of Affirmative Action Programs

60-2.10 Purpose of Affirmative Action Program

Commitment by employer to apply every good-faith effort in establishing specific and result-oriented procedures, including:

- Analyses of organizational units and job classifications deficient in the utilization of minorities and women.
- Goals and timetables reflecting good-faith efforts to correct the deficiencies.

The basic objective of an employer's AAP should be the utilization of minorities and women in all job classifications and in all organizational units in numbers that approximate the minority population ratio and ethnic mix of the area in which the company is located.

60-2.11 Required Utilization Analysis *(What are the employer's present minority and female ratios?)*

Recommended procedure to determine if underutilization exists in a company:

- Compile and document employment data for the total company by ethnic, sex, and occupational category/job classification (see Sample Form 1).
- Compile and document employment data for each organizational unit (e.g., engineering, manufacturing, finance, etc.) by ethnic, sex, and job classification (just change the functional title on Sample Form 1).

Sample Form 1

EMPLOYMENT DATA
As of December 31, 1972

Function _____

Occupational Category		Negro		Span. Surname		Oriental		Amer. Indian		Total Minorities		Female	Total Employees			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Non-Minor.	Male	Female	Total	
Off'ls & Mgrs (Total)																
Upper Mgt	SG 15-up															
Middle Mgt	SG 8-14															
Lower Mgt	SG 7-dn															
Professionals (Total)																
Spec Eng & Sci	MTS V-up															
Sr. Eng & Sci	MTS IV															
Eng & Sci	MTS I-III															
Spec Tech	SG 8-up															
Sr. Tech	SG 5-7															
Technical	SG 4-dn															
Spec Adm	SG 7-up															
Adv Adm	SG 5-6															
Admin	SG 4-dn															
Technicians (Total)																
Subprof	ATP															
General	Wkly															
General	Hrly															
Sales (Total)	Prof/Wkly															
Off & Cler (Total)																
Adv Wkly	LG 8-up															
Adv Hrly	LG 12-up															
Gen Wkly	LG 7-dn															
Gen Hrly	LG 11-dn															
Craftsmen (Total)																
Leadmen-Wkly/Hrly																
General Wkly																
General Hrly																
Operatives (Total)																
Laborers (Total)																
Service Workers (Total)																
Total																

How was information as to race or ethnic group obtained?

1 ☐ Visual Survey
2 ☐ Employment Record
3 ☐ Other - Specify _____

- Analyze employment data to determine if minorities or women are being underutilized[1] in any job classification. The following main factors should be evaluated, by occupational category/job classification, and dynamic and aggressive methods should be employed to determine if underutilization exists and, if it does, to correct it:

  Officials and Managers

  The minority population of the labor area surrounding the facility (i)

  The availability of promotable and transferable minorities and women within the contractor's organization (vi)

  The degree of training which the contractor is reasonably able to undertake as a means of making all job classifications available to minorities and women (viii) – considering only the required, not nice-to-have, on-the-job training and formal class(es) for qualifying personnel for the new job classification.

  Professionals (Middle and Upper Levels)

  Same as above (i)

  Same as above (vi)

  Same as above (viii)

  Professionals (Entry Level)

  Same as above (i)

  Same as above (vi)

  Same as above (viii)

  The availability of minorities and women having requisite skills in an area in which the contractor can reasonably recruit: e.g., universities, two- and four-year colleges (v)

  Technicians, Sales Workers, Office and Clerical, Craftsmen (Skilled), Operatives (Semiskilled), and Service Workers

  Same as above (i)

  Same as above (vi)

  The existence of training institutions capable of training persons in the requisite skills: e.g., two-year colleges; trade, skill, and occupational institutions (vii)

  Same as above (viii)

  Laborers (Unskilled)

  Same as above (i)

60-2.23 Identification of Problem Areas by Organizational Unit and Job Classification

(This section of Subpart C is placed here because completing the analyses of the employment data and other factors of Section 60-2.11 leads to the identification process of this section and, in turn, to Section 60-2.12, Establishment of Goals and Timetables.)

After the analyses of Section 60-2.11 are completed, further in-depth analyses of at least the following items should be considered in identifying, explaining, and planning corrective actions for deficiencies if underutilization exists in organizational units and job classifications:

- Statistics for last year.

  Total employment one year before development of the AAP
  Hires
  Promotions
  Participants in training programs
  Number of applicants/resumes
  Terminations

  } **See Sample Form 2**

- Recruitment methods.
- Selection and testing process (e.g., job classification descriptions and requirements that do not reflect actual job duties).
- Formal techniques established for evaluating effectiveness of AAP.
- Minority interview procedure.
- Nonsupport of company policy by managers, supervisors, or employees.

---

[1] Underutilization means having fewer minority or women personnel in a job classification than would be expected by their availability.

Sample Form 2

LIST STATISTICS SEPARATELY FOR:

- TOTAL EMPLOYMENT - ONE YEAR PRIOR TO AAP
- HIRES
- PROMOTIONS
- TRAINING PROGRAM PARTICIPANTS
- NUMBER OF APPLICANTS/RESUMES
- TERMINATIONS

DATA BY RACE, OCCUPATION, AND SEX

OCCUPATIONS	MALE EMPLOYEES					FEMALE EMPLOYEES					TOTAL ALL EMPLOYEES	TOTAL MINORITY	PERCENT MINORITY
	Total Males	MINORITY GROUPS				Total Females	MINORITY GROUPS						
		Negro	Oriental	American Indian	Spanish American		Negro	Oriental	American Indian	Spanish American			
a. OFFICIALS AND MANAGERS													
b. PROFESSIONALS													
c. TECHNICIANS													
d. SALES WORKERS													
e. OFFICE AND CLERICAL													
f. CRAFTSMEN (Skilled)													
g. OPERATIVES (Semiskilled)													
h. LABORERS (Unskilled)													
i. SERVICE WORKERS													
TOTAL													

STATISTICS WERE OBTAINED FROM

☐ AVAILABLE RECORDS ☐ VISUAL CHECK ☐ OTHER (Specify) _____

60-2.12 Establishment of Goals and Timetables[1] *(What should employer's minority and female ratios be?)*

After all analyses are completed, deficiencies are determined, and corrective actions are planned, goals and timetables must be established. At least the following items are to be considered in developing goals and timetables for all organizational units and job classifications (see Sample Forms 3, 4, and 5):

- Goals should be significant, measurable, and attainable.
- Goals should be attainable in view of deficiencies and the entire AAP.
- In determining goals and timetables, targets should be established that good-faith effort can be expected to meet.
- All levels of management must be involved.
- In establishing timetables, the following changes in the work force must be considered:
  - Anticipated expansion
  - Anticipated contraction
  - Anticipated turnover
- Both percentage and numerical goals should be established.
- Analyses and supporting data of the goals and timetables must be part of AAP.
- The main factors by occupational category/job classification listed in Section 60-2.11 must be evaluated to determine if goals will be met by promotions or hires (see Sample Forms 3, 4, and 5).

Subpart C – Methods of Implementing the Requirements of Subpart B *(How can the employer improve his minority and female ratios?)*

60-2.20 Development or Reaffirmation of the Equal Employment Opportunity Policy

The main intent of this section is to ensure that the chief executive officer of a company or facility will express an affirmative action policy statement that accomplishes the following (see Example 1):

- Reflects his positive attitude toward affirmative action programs.
- Assigns overall responsibility for the coordination of AAP.
- Includes a reporting and monitoring procedure for critical subjects such as:

Recruiting	Promotions	Layoffs
Hiring	Raises	Returns from layoffs
Training	Transfers	Counseling

6-2.21 Dissemination of the Policy

This section provides for the internal and external communication of the AAP policy, both orally and in writing.

Internal Procedure

- Include in policy manual.
- Publicize in company newspaper, magazine, annual report, or other media.
- Conduct special meetings with all levels of management to explain AAP policy and individual responsibility for effectively implementing the program (see Example 2).
- Schedule special meetings with all employees to discuss AAP policy and explain individual employee responsibilities.
- Discuss AAP thoroughly in employee orientation and management training programs.
- Meet with union officials to inform them of AAP policy and to request their cooperation.
- Publicize in company media affirmative action and equal opportunity programs, progress reports, and the promotions of minority and women employees.
- Post AAP policy on company bulletin boards.
- Communicate to minority and women employees the existence of the AAP and make available elements of the program that will enable them to take advantage of its benefits (see Example 3).
- Conduct "rap sessions" between management and minority and women employees.

External Procedure

- Inform all recruiting sources orally and in writing of AAP policy, stipulating that these sources actively recruit and refer minorities and women for all positions listed–e.g., sources such as Service

[1] The employer determines goals and a timetable for correcting the underutilization of minorities and women as quickly as can be expected. If the employer can show he has made good-faith efforts, his failure to meet the goals and schedule would be excused. (This is not a quota system. In the application of such a system, a fixed number of minority or women employees is imposed on the employer. He is obligated to meet that number, and his failure to do so cannot be justified on any grounds.)

Sample Form 3

HIRING GOALS

CALENDAR YEAR 1973

Function _____

Occupational Category	Negro		Span. Surname		Oriental		Amer. Indian		Total Minorities		Women		Total Emp.		Ant. Vac.[1]
	Actual 1-1-73	Goal 12-31-3	Actual 1-1-3	Goal 12-31-3	Actual 1-1-3	Goal 12-31-3	Actual 1-1-3	Goal 12-31-3	Actual 1-1-3	Goal 12-31-3	Actual 1-1-3	Goal 12-31-3	Actual 1-1-3	Proj. 12-31-3	
	# %	# %	# %	# %	# %	# %	# %	# %	# %	# %	# %	# %	#	#	#
Off'ls & Mgrs (Total)															
Upper Mgt SG 15-up															
Middle Mgt SG 8-14															
Lower Mgt SG 7-dn															
Professionals (Total)															
Spec Eng & Sci MTS V-up															
Sr. Eng & Sci MTS IV															
Eng & Sci MTS I-III															
Spec Tech SG 8-up															
Sr. Tech SG 5-7															
Technical SG 4-dn															
Spec Adm SG 7-up															
Adv Adm SG 5-6															
Admin SG 4-dn															
Technicians (Total)															
Subprof ATP															
General Wkly															
General Hrly															
Sales (Total) Prof/Wkly															
Off & Cler (Total)															
Adv Wkly LG 8-up															
Adv Hrly LG 12-up															
Gen Wkly LG 7-dn															
Gen Hrly LG 11-dn															
Craftsmen (Total)															
Leadmen-Wkly/Hrly															
General Wkly															
General Hrly															
Operatives (Total)															
Laborers (Total)															
Service Workers (Total)															
Total															

[1] All anticipated vacancies (includes attrition, layoffs, etc.)

Sample Form 4

PROMOTION GOALS[1]

Function _____ CALENDAR YEAR 1973

Occupational Category		Negro				Span. Surname				Oriental				Amer. Indian				Total Minorities				Women				Total Emp.		Ant. Vac.
		Actual 1-1-73		Goal 12-31-3		Actual 1-1-3		Goal 12-31-3		Actual 1-1-3		Goal 12-31-3		Actual 1-1-3		Goal 12-31-3		Actual 1-1-3		Goal 12-31-3		Actual 1-1-3		Goal 12-31-3		Actual 1-1-3	Proj. 12-31-3	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	#	#
Offls & Mgrs (Total)																												
Upper Mgt	SG 15-up																											
Middle Mgt	SG 8-14																											
Lower Mgt	SG 7-dn																											
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Technicians (Total)																												
Subprof	ATP																											
General	Wkly																											
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Sales (Total)	Prof/Wkly																											
Off & Cler (Total)																												
Adv Wkly	LG 8-up																											
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Gen Hrly	LG 11-dn																											
Craftsmen (Total)																												
Leadmen-Wkly/Hrly																												
General Wkly																												
General Hrly																												
Operatives (Total)																												
Laborers (Total)																												
Service Workers (Total)																												
Total																												

[1]Separating the goals into promotions and hires is necessary in concentrating on how to meet the goals. For example, in meeting the goals for officials and managers and middle and upper professionals, most employers fill these positions from within. This applies to the analyses and factors noted in Section 60-2.11 for these occupational categories.

Sample Form 5

SUMMARY OF GOALS

For the Period 1-1-73 to 12-31-73

Function _____

Occupational Category		Total Employees	Anticipated Vacancies	Male Goals				Female Goals			
				Minority		Nonminority		Minority		Nonminority	
				Hiring	Promotion	Hiring	Promotion	Hiring	Promotion	Hiring	Promotion
Off'ls & Mgrs (Total)											
Upper Mgt	SG 15-up										
Middle Mgt	SG 8-14										
Lower Mgt	SG 7-dn										
Professionals (Total)											
Spec Eng & Sci	MTS V-up										
Sr. Eng & Sci	MTS IV										
Eng & Sci	MTS I-III										
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Technical	SG 4-dn										
Spec Adm	SG 7-up										
Adv Adm	SG 5-6										
Admin	SG 4-dn										
Technicians (Total)											
Subprof	ATP										
General	Wkly										
General	Hrly										
Sales (Total)	Prof/Wkly										
Off & Cler (Total)											
Adv Wkly	LG 8-up										
Adv Hrly	LG 12-up										
Gen Wkly	LG 7-dn										
Gen Hrly	LG 11-dn										
Craftsmen (Total)											
Leadmen-Wkly/Hrly											
General Wkly											
General Hrly											
Operatives (Total)											
Laborers (Total)											
Service Workers (Total)											
Total											

Example 1. Equal Employment Opportunity Policy Statement

July 5, 1973

To: All Employees

Subject: Equal Employment Opportunity

The ABC Division of the XYZ Company fully supports the national policy of equal employment opportunity. I personally endorse that policy and have directed the establishment and maintenance of an Affirmative Action Program designed to ensure significant results. It is our goal to recruit applicants from all minority groups that reside within commuting distance of our plant and to achieve at an early date a work-force mixture in all job classifications and all organizational units that reasonably approximates the minority population ratio and composition of this geographic area.

Our policy embraces equality of opportunity for all minority and women employees with respect to all employment matters: training, promotion, benefits, transfer, layoff, recall, and social and recreational programs. Execution of this policy will require vigorous recruitment efforts to identify and attract minority and women applicants who meet our qualification standards. We will also maintain a file of their applications so that we can consider them for employment as openings develop.

Mr. John Doe, Personnel Manager, will coordinate with functional departments the day-to-day operations of our Affirmative Action Program. He also is responsible for the following:

- Preparation and submittal to me by the fifth working day of each month statistics involving outside hires, promotions, training assignments, and other personnel actions taken during the month.

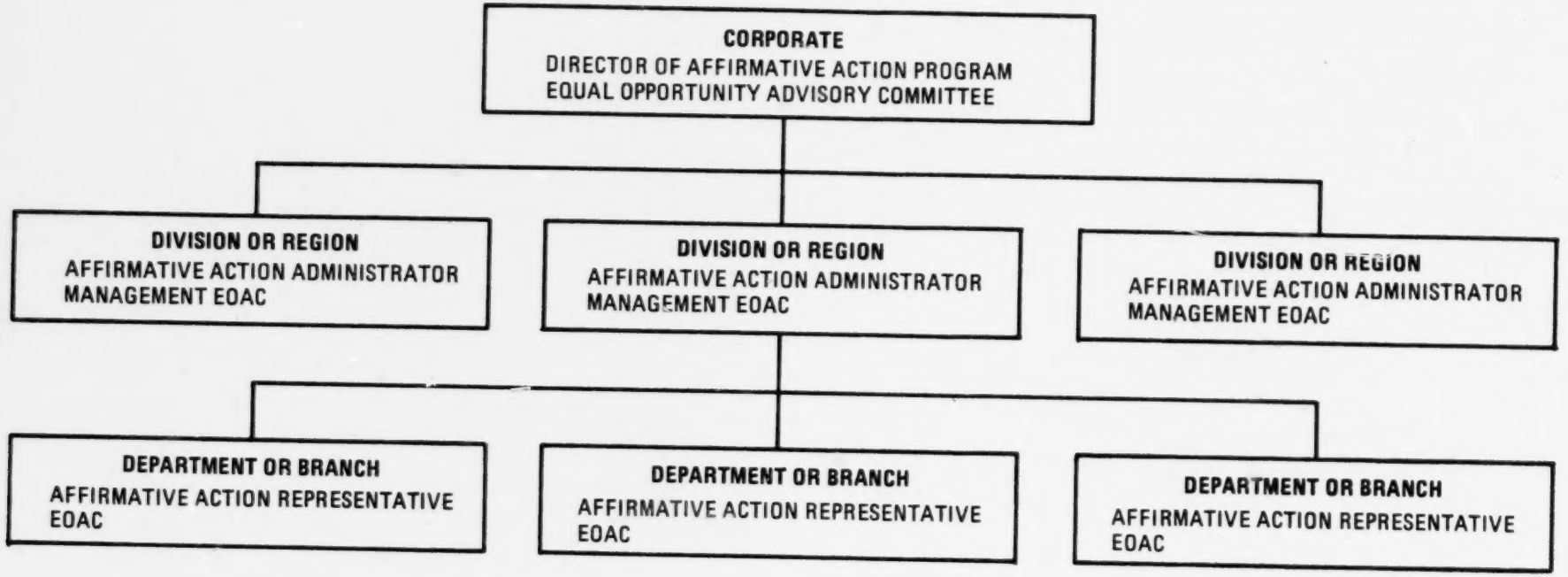
- Development of quarterly evaluation and appraisal reports and presentation of these reports to the ABC Management Council at the first council meeting following the close of the quarter.

Any employee who has a question regarding our equal opportunity/affirmative action policy or its implementation should contact Mr. Doe. And my door is open to anyone who wishes to discuss the matter further with me.

The full cooperation of all employees is expected.

John J. Smith
President

Example 2. Reporting Structure for Chicano Affirmative Action Personnel and Equal Opportunity Advisory Committees (EOAC's)



NOTE:
To be most effective, affirmative action personnel and EOAC should report to the top three functional levels of management.

Example 3. Responsibilities of Volunteer EOAC's

EOAC (CORPORATE)

Membership

- Top corporate officials
- Corporate AA director
- Ethnic representatives (serve at least one-year term)
- Chairman elected by committee membership

Monthly Meetings

Authority and Purpose

- Established by the corporate president
- Provides recommendations and direction for implementation of AAP's
- Monitors progress of AAP's

Responsibilities

- To establish effective communication channel between corporate officials and minorities and women
- To make recommendations related to broad policies pertaining to EO/AA matters
- To provide a forum for discussion of matters of special interest to, or which appear to require the attention of, corporate management
- To submit guidelines for EOAC charters

MANAGEMENT EOAC (DIVISION OR REGION)

Membership

- Top-level management
- Affirmative action administrator
- Ethnic representatives (serve at least one-year term)

Monthly Meetings

Authority and Purpose

- Established by division or region president
- Provides top-level direction for implementation of AAP

Responsibilities

- To establish AAP objectives
- To improve employment ratios and utilization of minorities and women
- To review progress toward AAP goals
- To communicate with and assist supervisors in meeting AAP goals
- To establish goals by job category and monitor AAP commitments designed to correct deficiencies
- To review recommendations of department or branch EOAC's for possible adoption

EOAC (DEPARTMENT OR BRANCH)

Membership

- About 3/4 of members should be minorities and women
- Not more than two members of management should be nonminorities (both minority and management members should serve at least one-year terms)
- AAP representative
- Chairman elected by committee membership
- New members elected by membership

Monthly Meetings

Authority and Purpose

- Established by division or region president
- Provides support and makes recommendations to the department or branch head on all AA matters

Responsibilities

- To disseminate AAP information to minorities and women
- To identify potential or existing problem areas
- To define specific steps that guarantee equal employment opportunities for minorities and women
- To submit recommendations to management EOAC
- To review goals and timetables
- To assist AA personnel in the development and dissemination of informational documents on AAP
- To recommend to management individuals for AA positions
- To review AAP and make recommendations for improvement

Employment Redevelopment (SER), Mexican American Opportunity Foundation (MAOF), state employment offices, universities, two- and four-year colleges, high schools, and training centers with high minority enrollments (see Example 4).

- Notify minority and women organizations and community leaders of AAP policy, preferably in writing (e.g., League of United Latin American Citizens (LULAC), GI Forum).
- Incorporate the equal opportunity clause in all purchase orders, leases, contracts, etc.
- Communicate to prospective employees the existence of the company's AAP and make available the elements from which they could benefit.
- Send written notification of AAP policy to all subcontractors, vendors, and suppliers and request they take appropriate action.

60-2.22 Responsibility for Implementation

An executive should be appointed as director or manager of the company's affirmative action program and given the necessary top-management support and staffing to carry out the following responsibilities (see Example 5).

- Developing policy statements, the AAP, and internal and external communication techniques.
- Assisting in the identification of problem areas.
- Assisting line management in resolving problems.
- Designing and implementing audit and reporting systems that will (1) measure effectiveness of the AAP, (2) indicate need for remedial action, and (3) determine the success with which the goals have been attained.
- Serving as liaison between the company and enforcement agencies.
- Serving as liaison between the company and minority organizations, women organizations, and community action groups concerned with employment opportunities for minorities and women.
- Keeping management informed of latest developments in the entire equal opportunity area.

Line management responsibilities should include, but not be limited to, the following:

- Identification of problem areas and establishment of local goals.
- Active involvement with local minority organizations, women organizations, and community service programs and action groups.
- Periodic audit of training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals.
- Regular discussions with local managers, supervisors, and employees to ensure company policies are being followed.
- Review of all employees' qualifications to ensure minorities and women have full opportunities for transfer or promotion.
- Evaluation of supervisors' work performance on the basis of their equal employment opportunity efforts and results as well as other criteria.
- Prevention of harassment of employees placed through affirmative action efforts.

60-2.24 Development and Execution of Programs

This section addresses action-oriented programs designed to eliminate the problems identified in Sections 60-2.11 and 60-2.23 and to meet the goals established in Section 60-2.12. Critical items that require special emphasis in establishing corrective action-oriented programs include the following:

- Detailed analyses of job classification descriptions and requirements should be conducted to ensure they reflect actual job classification responsibilities. Academic, experience, and skill requirements should be given special attention. If the requirements screen out a disproportionate number of minorities or women, such requirements should be professionally validated to job performance.
- Approved job classification descriptions and requirements should be made available to all concerned management and to recruiting sources (refer to Career Fields Guide, Space Division, Rockwell International, Pub 2547-J, Second Edition).
- Employee selection process should be evaluated to ensure freedom from bias:

  All personnel involved in the selection process should be carefully selected and trained.

  Requirements of the OFCC testing guidelines pertaining to the validation of employee tests and other selection procedures must be adhered to.

  The employer must avoid the use of any technique—test or otherwise—that may be improperly applied to discriminate against minorities or women.
- Techniques, such as the following, should be developed to improve recruiting results and increase the flow of minority or women applicants:

  Close working relationships with manpower development and training agencies (e.g., SER, MAOF),

Example 4. Community Involvement Programs

ASSIST IN THE DEVELOPMENT AND IMPROVEMENT OF

Manpower Resource Pools

- Develop, implement, and maintain a system to interface effectively with (1) the Placement Office, especially with minority placement specialists, (2) student organizations (e.g., Chicano Business Students' Association and MECHA), and (3) minority-oriented departments (e.g., EOP and Chicano Studies) in universities, two- and four-year colleges, high schools, and trade schools with high minority enrollments.
- Develop, implement, and maintain an employee referral and feedback system; technical and administrative assistance programs for minority manpower development and training agencies (e.g., SER and MAOF).
- Include as recipients of employees' charitable (payroll) contributions manpower development and training agencies (e.g., SER and MAOF) and community organizations (e.g., Mexican American Legal Defense and Educational Fund, LULAC, and GI Forum).
- Serve on board of directors of minority manpower development and training agencies.
- Operate occupational centers.
- Sponsor employers' conferences.
- Develop job data banks.
- Provide cash donations or other financial support to training agencies or other manpower sources for fund-raising events.
- Use Chicano communication media (e.g., La Luz) to disseminate AA information.

Sound Economic Base

- Identify, document (provide directories), and promote minority businessmen as subcontractors.
- Donate or lend office and training equipment and materials to manpower agencies and community centers.
- Contract with the Department of Labor in the employment and development of disadvantaged persons (National Alliance of Businessmen).
- Donate cash or other financial support to Chicano businessmen for fund-raising events.
- Lend employees to assist Chicano businessmen.
- Sponsor or support special community events such as Cinco de Mayo, 16 de Septiembre, etc.

Educational Systems

- Provide scholarship funds.
- Lend employees as instructors or advisers to educational institutions.
- Establish in-plant training courses for high-school students.
- Provide tutors for elementary, high-school, and college tutoring programs.
- Conduct student tours of industries and colleges.
- Contribute members to advisory groups.
- Provide career-day participants.

Example 5. Responsibilities of Full-Time Chicano Affirmative Action Personnel

AA DIRECTOR (CORPORATE)

- Develops and disseminates policies and procedures for AAP's.
- Analyzes and implements recommendations from division or regional EOAC.
- *Periodically meets with AA administrators from each* division or branch.
- Establishes policies and procedures for community involvement.
- Designs audit and reporting systems.
- Develops innovative techniques and methods that assist line management (recruiting, hiring, promoting, and other personnel actions affecting minorities and women in areas where underutilization exists).
- Coordinates the company's AAP's.
- Coordinates company AAP's with appropriate government compliance agencies.
- Uses Chicano communication media to disseminate AA information.

AA ADMINISTRATOR (DIVISION OR REGION)

- Analyzes all job categories to determine underutilization.
- Assists in establishing goals by major job category.
- Administers upward mobility programs.
- Administers community involvement programs.
- Works closely with top management affirmative action advisory group.
- Prepares reports for appropriate government compliance agency.
- Conducts AA seminars for management and employees.
- Uses Chicano communication media to disseminate AA information.

AA REPRESENTATIVE (DEPARTMENT OR BRANCH)

- Compiles and maintains support data for various analyses.
- Assists in developing and meeting goals by major job category.
- Coordinates upward mobility programs.
- Coordinates community involvement programs.
- Works closely with minority EOAC.
- Disseminates AA information to all employees.
- Identifies equal opportunity problems and assists in resolving them.
- Assesses matters pertaining to significant personnel activities (e.g., hires, promotions, layoffs, etc.).
- Advises and assists management in all AA matters.
- Prepares status reports for management and advisory group meetings.
- Uses Chicano communication media to disseminate AA information.

community organizations (e.g., LULAC, GI Forum), educational institutions with high minority enrollments, state employment offices, and community leaders.

Recruiting programs at all educational institutions should incorporate special efforts to reach minorities and women: e.g., work closely with minority placement specialists in the Placement Office, student organizations (such as Chicano Business Students' Association), Movimiento Estudientil Chicano de Aztlan (MECHA), minority-oriented departments (such as Educational Opportunities Program (EOP), Chicano Studies).

Formal employment briefings should be given representatives of above recruiting sources by minority or women employees. Formal arrangements should be made for referral of applicants, follow-up sources, and feedback on disposition of applicants.

A special effort should be made to include minorities and women on the personnel or employment services staff.

Minority and women employees should be made available for participation in youth motivation programs and related activities in their communities.

A special employment program should be undertaken, if possible, with special emphasis on the use of minorities and women:

Technical and nontechnical cooperative programs with colleges and universities

Summer jobs

Motivation, training, and employment programs for the hard-core unemployed

Help-wanted advertising should be expanded to minority and women news media on a regular basis.

- To ensure that minorities and women receive equal consideration for promotion, the following suggestions are recommended:

  Make certain that all the job classification descriptions and requirements of all organizational units have been validated for actual responsibilities. **Neither minorities nor women should be required to possess higher qualifications than those of the lowest qualified incumbent.**

  Develop upward mobility cycle (see following illustration).

  Make an inventory of current minority and women employees qualified for promotion (see Sample Form 6).

  Develop and implement a formal program to provide on-the-job training or formal class(es) to qualify minority and women employees for promotion (see Example 6).

  When apparently qualified minorities or women are available but are not selected, require supervisory personnel to explain the reasons in writing.

60-2.25 Internal Audit and Reporting Systems

The top executive officer should ensure the integrity of the affirmative action program, and the methods used should include the following:

- Monitoring records pertaining to referrals, placements, transfers, promotions, and terminations at all levels (see Sample Form 2).

  Requiring scheduled formal reports from unit managers to ascertain that goals and timetables are being met.
- Reviewing report results with all levels of management.
- Advising top management of program effectiveness and making recommendations for improving unsatisfactory performance.

60-2.26 Support of Action Programs

The employer should provide active support of local and national community action and service programs designed to improve the employment opportunities of minorities and women in accordance with the following criteria (see Example 4):

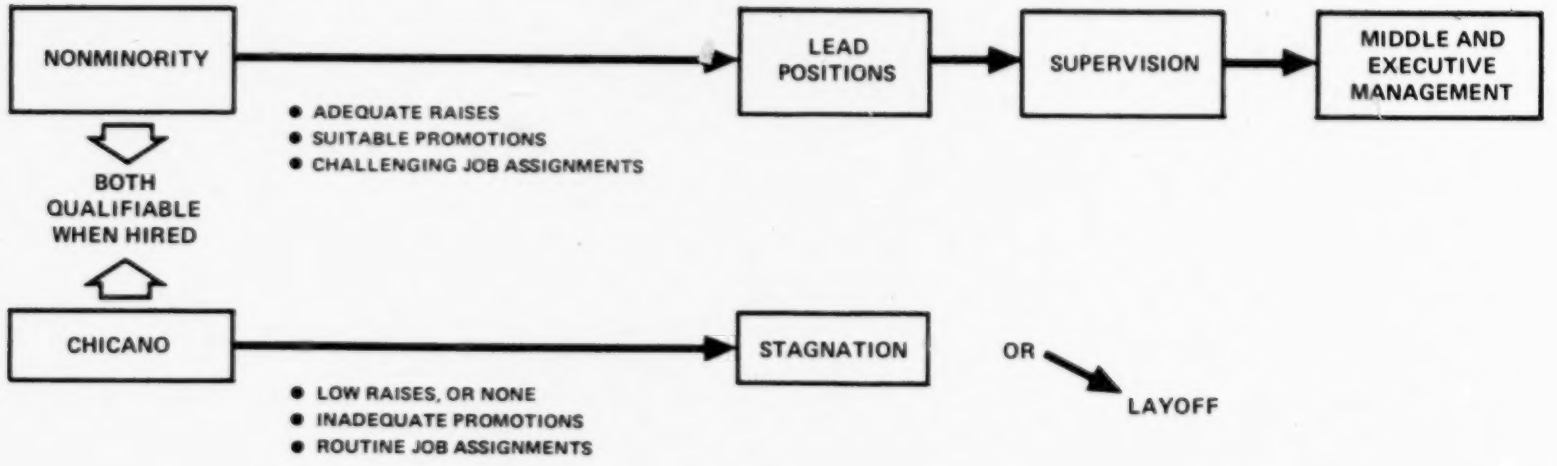
- Manpower resource pool (development and improvement):

  Assist community organizations (e.g., SER, MAOF) by informing them of job openings and providing technical personnel and equipment expertise.
- Sound economic base (development and improvement):

  Appoint key members of management to serve in community organizations or to assist minority businessmen.
- Educational system (improvement):

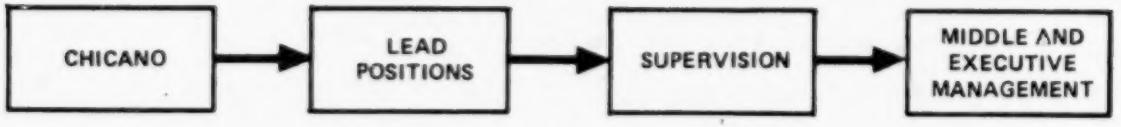
  Assist educational institutions in programs designed to enable minority and women graduates to compete in the employment market on a more equitable basis.

THE TRADITIONAL PATH LEADING TO UNDERUTILIZATION OF THE CHICANO



THE CHICANO SEEKS THE FOLLOWING RESULT-ORIENTED CORRECTIVE ACTION

- OPPORTUNITIES TO ADVANCE TO ALL LEVELS OF MANAGEMENT IN ACCORDANCE WITH THE FOLLOWING DEVELOPMENT ACTIONS:
  - SPECIFIC ON-THE-JOB MANAGEMENT TRAINING IN HIS FIELD
  - SPECIFIC COMPANY OR EDUCATIONAL MANAGEMENT COURSE(S)
- THESE OPPORTUNITIES WILL PLACE THE CHICANO IN THE UPWARD LOOP:



Upward Mobility Cycle

Sample Form 6

IMMEDIATELY PROMOTABLE MINORITY & WOMEN EMPLOYEES [1]

_____ FUNCTIONAL AREA (FOR EXAMPLE: ENGINEERING, MANUFACTURING, FINANCE, ETC.)

Name	SS# (last four digits)	Dept/ Grp	Sex/ Race Code	Hire Date	Current			Proposed Classification Ready For			Specialty/Other Information Or Comments
					Job Code	Classification Title	Pay Grd	Job Code	Classification Title	Pay Grd	

[1] These employees are qualified for proposed job classification without further training.

Example 6. Formal Career Advancement Program

CAREER ADVANCEMENT PLAN

NAME _____ SSN _____ DEPT./GRP. _____ BIRTHDATE _____

JOB CODE/TITLE _____ HIRE DATE _____

HIGHEST GRADE/DEGREE/COLLEGE UNITS COMPLETED _____ COMPLETION DATE _____

OVERALL PERFORMANCE RATINGS

1973	1972	1971	1970

HIGHEST POSITION HELD _____ COMPANY _____ PERIOD _____ MO.

LONG-TERM GOAL (2 TO 5 YEARS) _____

FIRST GOAL:
(NEW JOB CLASSIFICATION - TO BE QUALIFIED IN ONE YEAR OR LESS PER ACCELERATED DEVELOPMENT)

JOB CLASSIFICATION TITLE	JOB CODE	SPECIALTY	COMPLETION DATE

RESPONSIBILITIES OF THE FIRST GOAL (ONLY)

1.
2.
3.
4.

SKILLS REQUIRED TO PERFORM THE RESPONSIBILITIES OF THE FIRST GOAL:
(LIST ONLY ABSOLUTELY NEEDED SKILLS — NOT NICE-TO-HAVE ONES)

1.
2.
3.
4.

Example 6. Formal Career Advancement Program (Cont)

	ESTIMATED MAN-HOURS REQUIRED	PLAN START DATE	PLAN END DATE	SKILL NUMBER
ACCELERATED DEVELOPMENT OPPORTUNITIES I. ON-THE-JOB TRAINING (OJT) A. LIST TASKS B. WHO WILL PROVIDE THE OJT AND MONITORING? C. HOW MANY HOURS A WEEK WILL BE SPENT ON OJT? D. WHO WILL EVALUATE AND DOCUMENT PROGRESS ON A MONTHLY BASIS? E. HOW WILL PERFORMANCE BE EVALUATED? F. DOES THE FORMAL TRAINING REQUIRED INTERFACE WITH OJT? G. IN WHAT DEPARTMENTS/GROUPS WILL THE OJT BE GIVEN? II. FORMAL TRAINING A. NAME OF COURSE B. NAME OF EDUCATIONAL IN-STITUTION				

RETENTION PERIOD _____ MONTHS BEGINNING _____ ENDING _____
Date Date

APPROVED: SUPERVISOR _____ PARTICIPANT _____

CAREER ADVANCEMENT PROGRAM ADMINISTRATOR _____

CONCEPT OF PROGRAM

- DESIGNED TO CORRECT UNDERUTILIZATION IN AN ACCELERATED AND COST-EFFECTIVE MANNER
- ANY EMPLOYEE FROM CLERICAL TO TOP MANAGEMENT MAY PARTICIPATE
- AFTER EMPLOYEE COMPLETES THIS PROGRAM, HE IS PLACED IN THE "IMMEDIATELY PROMOTABLE MINORITY & FEMALE SYSTEM" (SEE SAMPLE FORM 6)
- THIS PROGRAM CAN ALSO HELP IDENTIFY HIGH-POTENTIAL EMPLOYEES

UTILIZING CHICANO BUSINESSMEN

The government recognizes that equal employment opportunities for minorities are greatly aided through the utilization of minority businesses (refer to Executive Order 11625, dated October 14, 1971). To make the most equitable use of Chicano businesses, each employer should appoint a Chicano to a management position in the purchasing department, giving him an adequate staff and budget. He would have the following responsibilities and the authority to discharge them:

- **To develop, implement, and maintain a system that ensures Chicano businesses are included in the company's (or division's) purchasing directory and that they receive appropriate consideration in the purchase of materials and products they sell (refer to Space Shuttle Program–Minority Business Enterprise Subcontracting Plan (December 1972), Space Division, Rockwell International).**

- **To provide monthly status reports to the head of the purchasing department, recommending required corrective actions.**

- **To monitor the activities of all functional and program departments (engineering, manufacturing, facilities, etc.) that deal with Chicano businessmen, emphasizing the following steps: seeking out qualified and qualifiable Chicano sources; providing the guidance and assistance to the latter that will permit them to compete more equitably with other businesses.**

REFERENCES

Los Angeles County Mexican American Directory (1972). Space Division, North American Rockwell (Rockwell International).

Minority Business Directory (1972). Interracial Council for Business Opportunity.

Minority Business Directory (1973). The East Los Angeles Community Union (TELACU).

Minority Business Enterprises Directory (September 1972). McDonnell Douglas Corporation.

Minority Business Listing (Rev. June 1972). North American Rockwell (Rockwell International).

CHICANO AFFIRMATIVE ACTION REPRESENTATIVES

The following full-time affirmative action representatives in industry, commerce, education, and government are the prime source for information or advice about opportunities available to students or other members of the Chicano community.

AEROSPACE CORPORATION

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(213) 648-6756

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BARRIO INDUSTRIES

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BECKMAN INSTRUMENTS, INC.

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BULLOCK'S - SOUTHERN CALIFORNIA

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CALIFORNIA STATE UNIVERSITIES AND COLLEGES

Salvador R. Velasquez
Office of the Chancellor
5670 Wilshire Blvd.
Los Angeles, California 90036
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CBS - KNXT, CHANNEL 2

Joe Montes
6121 Sunset Blvd.
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CEDARS-SINAI MEDICAL CENTER

Gloria Nievez
4833 Fountain Ave.
Los Angeles, California 90029
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CENTRAL CITY OCCUPATIONAL CENTER

William U. Valencia
1646 S. Olive St.
Los Angeles, California 90015
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COMPTON UNIFIED SCHOOL DISTRICT

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DOWELL STREET COMPANY

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Santa Ana, California 92701

PACIFIC LIGHTING SERVICE CO.

Alex Douglas

A. Pizano

P.O. Box 3249
Terminal Annex
Los Angeles, California 90051
(213) 689-3621

PACIFIC TELEPHONE

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Alex Pina

Rod Recendez

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Room 202
Pasadena, California

Stella Emery

Jose La Riva

No. 2 City Blvd., East, Room 240
Orange, California 92668
(714) 639-0011

J.C. PENNEY CO.

Elmer Montano
P.O. Box 4015
Buena Park, California 90620
(714) 523-6483

PHILCO-FORD CORPORATION

Jose G. Santana
Ford Rd., Adm. 174
Newport Beach, California 92663
(714) 640-1500, Ext. 2650

PRICE PFISTER CO.

A.L. Balderrama
13500 Paxton St.
Pacoima, California 91331
(213) 896-1141

RANCHO LOS AMIGOS HOSPITAL - PERSONNEL DEPT.

Carol Hunt
7601 E. Imperial Hwy.
Downey, California 90242
(213) 773-4331, Ext. 2132

RIVERSIDE, CITY OF - PERSONNEL DEPT.

Javier Rosales
3770 9th St.
Riverside, California 92501
(714) 787-7571

RIVERSIDE COUNTY OF - PERSONNEL OFFICE

Paul Garza
4080 Lemon St.
Riverside, California 92501
(714) 787-2584

ROCKWELL INTERNATIONAL

CORPORATE OFFICES

Jesse Rubalcaba
Dept. 889 (MC: A67)
1700 E. Imperial Hwy.
El Segundo, California 90245
(213) 647-5825

AUTONETICS DIVISION

Conrad Robles
Herb Soto
(MC: BA40)
3370 Miraloma Ave.
Anaheim, California 92806

B-1 DIVISION

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Gil Espinoza (MC: FB04)
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Los Angeles, California 90009

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Yolanda Arteche (MC: DA02)
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Tomas Chambers (MC: DA02)
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Joe Gomez (MC: DA11)
(213) 922-1165

Ted Olea (MC: AC84)
(213) 922-4657

John Perez (MC: DA11)
(213) 922-4325

Rudy Saldana (MC: AE93)
(213) 922-3574

Ray Sena (MC: AA29)
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SANTA ANA, CITY OF - CITY MANAGER'S OFFICE

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SANTA ANA COLLEGE

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STANFORD UNIVERSITY

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Stanford, California 94305
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SECURITY PACIFIC BANK

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SOUTHERN CALIFORNIA EDISON CO.

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Room 514
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Michael Mendez

Bob Yanez

Sam Buttner
(213) 572-1218

Sally Martinez
(213) 572-2874

Frank Quevedo
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P.O. Box 800
2244 Walnut Grove
Rosemead, California 91770

SOUTHERN CALIFORNIA GAS CO.

Robert Salmon
810 S. Flower St.
Los Angeles, California 90017
(Mail Location No. 35)
(213) 689-2674

THE CLAREMONT COLLEGES

Conrad Quinonez
747 N. Dartmouth
Claremont, California 91711
(714) 626-8511, Ext. 3191

TRW

Adelina Figueroa Chalmers
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Bldg. R5R 181
Redondo Beach, California 90278
(213) 535-1811

TWENTIETH CENTURY-FOX FILM CORPORATION

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UNITED STATES CIVIL SERVICE COMMISSION

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Los Angeles, California 90007
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Dan Espinosa
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Los Angeles, California 90007
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UNIVERSITY OF SOUTHERN CALIFORNIA

Fernando Vizcarra

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Los Angeles, California
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UNIVERSITY OF SOUTHERN CALIFORNIA

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VETERANS ADMINISTRATION REGIONAL OFFICE

Hilario Villalovos
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WELLS FARGO BANK

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XEROX CORPORATION

J. Vasquez
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Irvine, California 92664
(714) 833-1380

Fred De Avila
2200 E. McFadden Ave.
Santa Ana, California 92705
(714) 835-1514

Richard Barba
Personnel Dept.
300 N. Halstead St.
Pasadena, California 91107
(213) 351-1424

THE BASIC RESUME

A covering letter of one paragraph should accompany your resume. It should state only that you are interested in employment with the company and reference the attached resume.

Name
Address
Telephone

Date

Job Objective: State briefly (several sentences) your general or specific job interests.

Education: List the following in chronological order: high school attended and whether you received a diploma (if you attended college, it is not necessary to mention high school); colleges attended, degree(s) held or for which you are working (with dates), and major and minor fields of study.

Employment: Describe your most important full-time, part-time, and summer jobs, placing last job first. State in general the type of work performed and name and address of company or school district.

Honors and Activities: Include the following: participation in athletics and other important activities, major offices held, and membership in professional and fraternal organizations.

Military Service: Show dates of entry and discharge, branch of service, rank, and reserve status.

Personal Information: Give birthdate, height, weight, state of health, marital status, and number of dependents. If male, show draft status and lottery number.

References: Include the names and addresses of several personal references.

Security Clearance: Name only the highest clearance you hold (if any).

PREPARING FOR THE JOB INTERVIEW

Obviously, the job interview is the most important step in obtaining employment. No matter how impressive your resume is, the effect you have on the interviewer (and there may be more than one) will ultimately determine whether you are offered a job for which you are qualified. Although some nervousness is normal, you should not approach the interview with fear. The more self-assurance and self-control you maintain, the more articulate you will be and the more likely you will be to impress the interviewer.

The following basic checklists are not intended for the experienced or sophisticated employee. They will help most job seekers, however.

Before the Interview

- Determine what kind of work you like best.
- If you have more than one preference, list them in the order preferred.
- Know the job or jobs that you would accept, particularly those that would motivate you to pursue further study (available jobs can be obtained from the local library or the state employment office).
- Learn all you can about the company interviewing you.
- Never take anyone with you to the interview.
- Dress neatly and conservatively (remember, however, that conservative dress no longer means a white shirt, a gray tie, and a dark suit).

During the Interview

- Don't chew gum.
- Be pleasant and friendly, but businesslike.
- Let the interviewer control the interview (he expects to). Answer his questions frankly. Be brief but answer them completely without rambling.
- Be flexible about your objectives but give the interviewer a clear idea of your job preferences.
- Stress your qualifications but don't exaggerate.
- In discussing your previous jobs and work conditions, avoid criticizing former employers or fellow workers.
- Don't discuss your personal or financial problems unless you are questioned about them.
- Don't be in a hurry to ask questions but don't be afraid to ask for answers you need to know. If the interviewer offers you a job, be sure you understand exactly what your duties would be.
- Be prepared to state the salary you want but let the interviewer introduce the subject. Be realistic in discussing your salary.
- If the interviewer does not definitely offer you a job or indicate when you will hear from him, ask when you may call to learn his decision.
- Should the interviewer ask you to call him or return for another interview, write down the time, date, and place.
- Thank the interviewer for the interview. If he indicates that he cannot use you, ask him to suggest another employer.

II Government Compliance Agencies are There to Help

There are millions of Chicanos who are depending on enforcement of the civil rights laws so that they can contribute their total abilities to—and receive their full share from—society.

MAJOR COMPLIANCE AGENCIES

The major compliance agencies that administer, audit, and enforce affirmative action and equal employment opportunity programs are presented below.

	Equal Employment Opportunity Commission (EEOC)	Office of Federal Contract Compliance (OFCC)	Fair Employment Practices Commission (FEPC)	United States Commission on Civil Rights
Reports to	President of the United States	Department of Labor	Governor of California	President of the United States and Congress
Source of authority	Civil Rights Act, Title VII Equal Employment Opportunity Act	Executive Order 11246	Fair Employment Practices Act and Fair Housing Act	Civil Rights Act of 1957
Responsibility	Affirmative action and equal employment opportunity	Compliance with all terms of government contracts, including affirmative action	Equal employment and equal housing opportunity	Equal protection of the laws under the Constitution
Scope of authority	Private employers with 15 or more employees All state and local public employers, educational institutions, and labor unions	Federal government contractors with 50 or more employees and a contract of $50,000 or more	All employers in the State of California	United States citizens
Methods of enforcement	Investigation of complaints Conciliation Court action	Compliance reviews Investigation of complaints Sanctions provided in contract	Investigation of complaints Conciliation Orders (subject to appeal)	Collect and study information concerning legal developments constituting a violation of the Constitution
Guidelines for employers	Guidelines on employee selection procedures (Code of Federal Regulations, Title 29, Chapter XIV, Part 1607) (See Federal Register, 8-1-70, page 12333)	Employee testing and other selection procedures (Code of Federal Regulations, Title 41, Chapter 60, Part 60-3) (See Federal Register, 10-2-71, page 19307)	In preparation	Complaints of denial of rights are referred to the appropriate agency for corrective action
Technical advisory bodies		Advisory Committee on Selection and Testing	Technical Advisory Committee on Testing (TACT)	

PROCEDURE FOR FILING CHARGES

The following charts outline how a charge of unlawful employment practices is processed under Title VII [1] and Executive Order 11246.

PROCESSING CHARGES OF DISCRIMINATION
(Civil Rights Act, Title VII, 1964)
Charges[2] arising in deferral states[3]
Charges arising in nondeferral states
State agency jurisdiction—Time allowed for action is 60 days Filed here first—state time limit governs
EEOC jurisdiction—Charge must be filed within 300 days Charge filed here first must be deferred to state agency for 60 days, or 120 days in the first year of state law Charge must be filed within 30 days after termination of state jurisdiction
EEOC jurisdiction—Charge must be filed within 180 days of alleged violation
Respondent must be notified of charge within 10 days of filing
EEOC investigation
EEOC Review of Report
Determination to dismiss charge
Determination to prosecute charge
EEOC determination—Time limit 120 days
Finding of no cause — Charge dismissed
Finding of reasonable cause
Conciliation efforts unsuccessful
Suit filed by aggrieved individual
Private respondent
Public respondent
Suit filed by EEOC
Suit filed by Attorney General
Failure to file within 180 days
Individual may sue within 90 days
Federal District Court
PROCESSING DISCRIMINATION CHARGES AGAINST GOVERNMENT CONTRACTORS
(Executive Order 11246, 1965)
Complaint filed with or initiated by contracting agency[4]
Contracting agency undertakes investigation and development of complete record
Finding that complaint is unjustified
OFCC Director concurs—case is closed
OFCC Director does not concur—requests further investigation, or undertakes investigation himself
Finding that complaint is justified
Finding that complaint is unjustified—case is closed
Informal methods of conciliation by contracting agency resolve complaint
Informal methods of conciliation fail
Recommendation to OFCC Director
OFCC Director, or the contracting agency with the Director's approval, issues notice to contractor or subcontractor that sanctions will be imposed
Contractor or subcontractor does not request formal hearing into case
Contractor or subcontractor requests formal hearing within 10 days from receipt of notice
Hearing finds complaint unjustified—case is closed
Hearing finds complaint justified
OFCC Director, or contracting agency with the Director's approval, imposes sanctions

[1] This law applies to all employers, including city, county, state, and federal governments.

[2] Charges that an employer has violated Title VII may be filed with the EEOC by a person claiming to be aggrieved, a member of the EEOC, or persons acting on behalf of an aggrieved person.

[3] Contact the local EEOC office to determine if your state is a deferral state.

[4] For example, Atomic Energy Commission (AEC); Department of Defense (DOD).

CHICANO COMPLIANCE REPRESENTATIVES

Federal Level

- **Equal Employment Opportunity Commission (EEOC)**

  Raymond L. Telles, Commissioner
  (202) 343-3134

  Edward Pena, Director of Compliance
  1800 G Street, NW
  Washington, D.C. 20506
  (202) 343-7341

  Salvador Del Valle, Supervisor
  1543 W. Olympic Blvd.
  Los Angeles, California 90015
  (213) 688-3423

  Alex L. Vigil, Conciliator
  1543 W. Olympic Blvd., Suite 340
  Los Angeles, California 90015
  (213) 688-3462

  Edward Valenzuela, District Director
  112 N. Central Ave., Suite 601
  Phoenix, Arizona 85004
  (602) 261-3883

- **United States Commission on Civil Rights**

  Manuel Ruiz, Commissioner
  704 S. Spring St., Suite 604
  Los Angeles, California 90014
  (213) 627-0275

  Phil Montes, Regional Director, Western Field Office
  312 N. Spring St.
  Los Angeles, California 90012
  (213) 688-3437

- **Department of Labor**

  Juan De Leon, 16-Point Program Coordinator
  14th St. and Constitution Ave., NW, Room 6134
  Washington, D.C. 20210
  (202) 961-3251

- **Office of Federal Contract Compliance (OFCC)**

  Roberto Ornelas, Area Director, Region VI
  2320 La Branch Ave., Room 2108
  Houston, Texas 77004
  (713) 226-4921

  Leonel V. Miranda, Contract Compliance Advisor
  12th St and Constitution Ave., NW
  Washington, D.C. 20210
  (202) 961 3251

  Emilio Lopez, Contract Compliance Advisor
  Employment Standards Administration
  Phelan Building, Room 409
  760 Market St.
  San Francisco, California 94102
  (415) 556-6017

  Joe Herrera, Contract Compliance Advisor
  Federal Office Building, Room 1444
  1961 Stout St.
  Denver, Colorado 80202
  (303) 837-4613

  Ralph C. Casarez, Contract Compliance Advisor
  Federal Office Building
  911 Walnut St.
  Kansas City, Missouri 64106
  (816) 374-5481

  Daniel Galvan, Contract Compliance Advisor
  Employment Standards Administration
  1100 Commerce St., Room 13
  Dallas, Texas 75202
  (214) 749-1134

  Roy C. Madrid, Contract Compliance Advisor
  Employment Standards Administration
  Mills Building, Suite 1103
  303 N. Oregon St.
  El Paso, Texas 79901
  (915) 543-7634

- **Federal Compliance Agencies Under Direction of OFCC**

  - ☐ Agency for International Development
    (Names and addresses unavailable)
  - ☐ Department of Agriculture
    (Names and addresses unavailable)
  - ☐ Atomic Energy Commission (AEC)

    Lou Madrid, Supervisor, Contract Compliance Office

    Roberto T. Cordova, Contract Compliance Officer
    Main Office, P.O. Box 1389
    Los Angeles, California 90053
    (213) 688-2834

    Joe Garcia, Facility Compliance Officer
    (505) 264-6980

    Julian Romero, Equal Opportunity Officer
    (505) 264-7297

    Leo Apodaca, Industrial Relations Officer
    P.O. Box 5400
    Albuquerque, New Mexico 87115
    (505) 264-8259

    Gil Cordova, Assistant, Equal Opportunity,
    Office of General Manager
    Contract Compliance Office
    Mail Station B-319
    Washington, D.C. 20545
    (301) 973-4444

    Frank Flores, Contract Compliance Officer
    Chicago Operations Office
    9800 S. Cass Ave.
    Argonne, Illinois 60439
    (312) 555-1212
  - ☐ Department of Commerce
    (Names and addresses unavailable)
  - ☐ Department of Defense

    Arthur Oroz, Contract Compliance Officer
    11099 S. La Cienega Blvd.
    Los Angeles, California 90045
    (213) 643-2246

- ☐ General Services Administration

  David Reyna, 16-Point Program Coordinator
  Civil Rights Office, Region 7
  Federal Office Building, Room 12A30
  819 Taylor St.
  Fort Worth, Texas 76102
  (817) 334 3538

- ☐ Department of Health, Education, and Welfare

  Lauro Salas, Contract Compliance Specialist
  Office of Civil Rights
  730 Market St.
  San Francisco, California 94102
  (415) 566-8420

- ☐ Department of Housing and Urban Development

  Richard J. Franco, Director
  Equal Opportunity Division
  2500 Wilshire Blvd.
  Los Angeles, California 90057
  (213) 688 5951

- ☐ Department of Interior

  Floyd Martinez, Supervisor
  Office of Equal Opportunity
  Denver Federal Center, Building 67, Room 340
  Denver, Colorado 80225
  (303) 234-2154

- ☐ National Aeronautics and Space Administration (NASA)
  (Names and addresses unavailable)

- ☐ Postal Service
  (Names and addresses unavailable)

- ☐ Tennessee Valley Authority
  (Names and addresses unavailable)

- ☐ Department of Transportation

  Joe Alvarez, Chief Civil Rights Officer
  Federal Aviation Agency
  P.O. Box 92007
  World Way Postal Center
  Los Angeles, California 90009
  (213) 670 7030

- ☐ Treasury Department

  Steve Rodriguez, Supervisor
  Equal Opportunity Program
  Federal Office Building, Room 4333
  300 N. Los Angeles St.
  Los Angeles, California 90012
  (213) 688-2289

- ☐ Veterans Administration
  (Names and addresses unavailable)

State Level

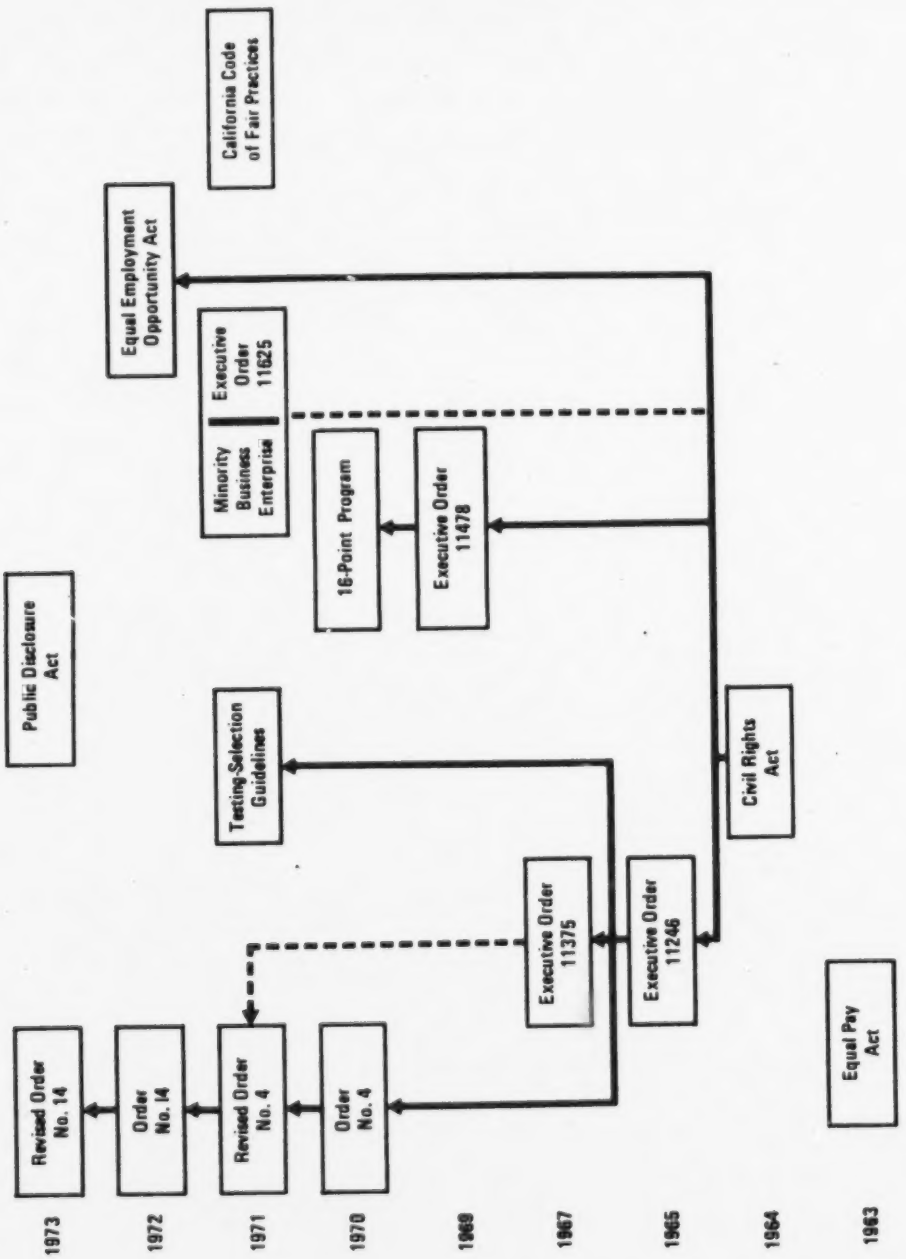
- **Fair Employment Practices Commission (FEPC)**

  Stella Sandoval, Commissioner
  322 W. 1st St., Room 2126
  Los Angeles, California 90012
  (213) 620 3030

  Mark Guerra, Commissioner
  455 Golden Gate Ave.
  San Francisco, California 94101
  (415) 557-2005

EQUAL OPPORTUNITY LEGISLATION

In the last decade, Congress has enacted a great deal of equal opportunity legislation. These acts, combined with various executive and other orders, give minorities and women the broadest legal base of protection in history. The illustration below shows the chronological relationship of this legislation, which, except for Order Nos. 4 and 14, is reproduced in whole or in part on the following pages. The California Code of Fair Practices is included as an example of what can be done at the state level to supplement federal minority legislation, especially educational recruiting (Article V).



Legislation Tree of Equal Opportunity

Public Law 88-38
88th Congress, S. 1409
June 10, 1963

An Act

To prohibit discrimination on account of sex in the payment of wages by employers engaged in commerce or in the production of goods for commerce.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Equal Pay Act of 1963,". Equal Pay Act of 1963.

DECLARATION OF PURPOSE

SEC. 2. (a) The Congress hereby finds that the existence in industries engaged in commerce or in the production of goods for commerce of wage differentials based on sex—

(1) depresses wages and living standards for employees necessary for their health and efficiency;

(2) prevents the maximum utilization of the available labor resources;

(3) tends to cause labor disputes, thereby burdening, affecting, and obstructing commerce;

(4) burdens commerce and the free flow of goods in commerce; and

(5) constitutes an unfair method of competition.

(b) It is hereby declared to be the policy of this Act, through exercise by Congress of its power to regulate commerce among the several States and with foreign nations, to correct the conditions above referred to in such industries.

SEC. 3. Section 6 of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. et seq.), is amended by adding thereto a new subsection (d) as follows: Discrimination prohibited. 52 Stat. 1062; 63 Stat. 912. 29 USC 206.

"(d)(1) No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages to employees in such establishment at a rate less than the rate at which he pays wages to employees of the opposite sex in such establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where such payment is made pursuant to (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a differential based on any other factor other than sex: *Provided*, That an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee. 77 STAT. 56. 77 STAT. 57.

"(2) No labor organization, or its agents, representing employees of an employer having employees subject to any provisions of this section shall cause or attempt to cause such an employer to discriminate against an employee in violation of paragraph (1) of this subsection.

"(3) For purposes of administration and enforcement, any amounts owing to any employee which have been withheld in violation of this subsection shall be deemed to be unpaid minimum wages or unpaid overtime compensation under this Act.

"(4) As used in this subsection, the term 'labor organization' means any organization of any kind, or any agency or employee representation committee or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work." "Labor organization."

77 STAT. 57.

Effective date.

SEC. 4. The amendments made by this Act shall take effect upon the expiration of one year from the date of its enactment: *Provided*, That in the case of employees covered by a bona fide collective bargaining agreement in effect at least thirty days prior to the date of enactment of this Act, entered into by a labor organization (as defined in section 6(d)(4) of the Fair Labor Standards Act of 1938, as amended), the amendments made by this Act shall take effect upon the termination of such collective bargaining agreement or upon the expiration of two years from the date of enactment of this Act, whichever shall first occur.

Approved June 10, 1963, 12:00 m.

Public Law 88-352
88th Congress, H. R. 7151
July 2, 1964

An Act

78 STAT. 241

To enforce the constitutional right to vote, to confer jurisdiction upon the district courts of the United States to provide injunctive relief against discrimination in public accommodations, to authorize the Attorney General to institute suits to protect constitutional rights in public facilities and public education, to extend the Commission on Civil Rights, to prevent discrimination in federally assisted programs, to establish a Commission on Equal Employment Opportunity, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Civil Rights Act of 1964". Civil Rights Act of 1964.

TITLE VI—NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

SEC. 601. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Rules governing grants, loans, and contracts.

SEC. 602. Each Federal department and agency which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, or contract other than a contract of insurance or guaranty, is authorized and directed to effectuate the provisions of section 601 with respect to such program or activity by issuing rules, regulations, or orders of general applicability which shall be consistent with achievement of the objectives of the statute authorizing the financial assistance in connection with which the action is taken.

Approval by President.

No such rule, regulation, or order shall become effective unless and until approved by the President. Compliance with any requirement adopted pursuant to this section may be effected (1) by the termination of or refusal to grant or to continue assistance under such program or activity to any recipient as to whom there has been an express find-

ing on the record, after opportunity for hearing, of a failure to comply with such requirement, but such termination or refusal shall be limited to the particular political entity, or part thereof, or other recipient as to whom such a finding has been made and, shall be limited in its effect to the particular program, or part thereof, in which such noncompliance has been so found, or (2) by any other means authorized by law: *Provided, however*, That no such action shall be taken until the department or agency concerned has advised the appropriate person or persons of the failure to comply with the requirement and has determined that compliance cannot be secured by voluntary means. In the case of any action terminating, or refusing to grant or continue, assistance because of failure to comply with a requirement imposed pursuant to this section, the head of the Federal department or agency shall file with the committees of the House and Senate having legislative jurisdiction over the program or activity involved a full written report of the circumstances and the grounds for such action. No such action shall become effective until thirty days have elapsed after the filing of such report. Termination.

SEC. 603. Any department or agency action taken pursuant to section 602 shall be subject to such judicial review as may otherwise be provided by law for similar action taken by such department or agency on other grounds. In the case of action, not otherwise subject to judicial review, terminating or refusing to grant or to continue financial assistance upon a finding of failure to comply with any requirement imposed pursuant to section 602, any person aggrieved (including any State or political subdivision thereof and any agency of either) may obtain judicial review of such action in accordance with section 10 of the Administrative Procedure Act, and such action shall not be deemed committed to unreviewable agency discretion within the meaning of that section. Judicial review. 60 Stat. 243. 5 USC 1009.

SEC. 604. Nothing contained in this title shall be construed to authorize action under this title by any department or agency with respect to any employment practice of any employer, employment agency, or labor organization except where a primary objective of the Federal financial assistance is to provide employment.

SEC. 605. Nothing in this title shall add to or detract from any existing authority with respect to any program or activity under which Federal financial assistance is extended by way of a contract of insurance or guaranty.

TITLE VII—EQUAL EMPLOYMENT OPPORTUNITY

DEFINITIONS

SEC. 701. For the purposes of this title—

(a) The term "person" includes one or more individuals, labor unions, partnerships, associations, corporations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, or receivers. "Person."

(b) The term "employer" means a person engaged in an industry affecting commerce who has twenty-five or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year, and any agent of such a person, but such term does not include (1) the United States, a corporation wholly owned by the Government of the United States, an Indian tribe, or a State or political subdivision thereof, (2) a bona fide private membership club (other than a labor organization) which is exempt from taxation under section 501(c) of the Internal Revenue Code of 1954: *Provided*, That during the first year after the effective date prescribed in subsection (a) of section 716, persons having fewer than one hun- "Employer." 68A Stat. 163; 74 Stat. 534. 26 USC 501.

dred employees (and their agents) shall not be considered employers, and, during the second year after such date, persons having fewer than seventy-five employees (and their agents) shall not be considered employers, and, during the third year after such date, persons having fewer than fifty employees (and their agents) shall not be considered employers: *Provided further*, That it shall be the policy of the United States to insure equal employment opportunities for Federal employees without discrimination because of race, color, religion, sex or national origin and the President shall utilize his existing authority to effectuate this policy.

"Employment agency."

(c) The term "employment agency" means any person regularly undertaking with or without compensation to procure employees for an employer or to procure for employees opportunities to work for an employer and includes an agent of such a person; but shall not include an agency of the United States, or an agency of a State or political subdivision of a State, except that such term shall include the United States Employment Service and the system of State and local employment services receiving Federal assistance.

"Labor organization."

(d) The term "labor organization" means a labor organization engaged in an industry affecting commerce, and any agent of such an organization, and includes any organization of any kind, any agency, or employee representation committee, group, association, or plan so engaged in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours, or other terms or conditions of employment, and any conference, general committee, joint or system board, or joint council so engaged which is subordinate to a national or international labor organization.

(e) A labor organization shall be deemed to be engaged in an industry affecting commerce if (1) it maintains or operates a hiring hall or hiring office which procures employees for an employer or procures for employees opportunities to work for an employer, or (2) the number of its members (or, where it is a labor organization composed of other labor organizations or their representatives, if the aggregate number of the members of such other labor organization) is (A) one hundred or more during the first year after the effective date prescribed in subsection (a) of section 716, (B) seventy-five or more during the second year after such date or fifty or more during the third year, or (C) twenty-five or more thereafter, and such labor organization—

61 Stat. 136.
29 USC 167.

(1) is the certified representative of employees under the provisions of the National Labor Relations Act, as amended, or the Railway Labor Act, as amended;

44 Stat. 577; 49 Stat. 1189.
45 USC 151.

(2) although not certified, is a national or international labor organization or a local labor organization recognized or acting as the representative of employees of an employer or employers engaged in an industry affecting commerce; or

(3) has chartered a local labor organization or subsidiary body which is representing or actively seeking to represent employees of employers within the meaning of paragraph (1) or (2); or

(4) has been chartered by a labor organization representing or actively seeking to represent employees within the meaning of paragraph (1) or (2) as the local or subordinate body through which such employees may enjoy membership or become affiliated with such labor organization; or

(5) is a conference, general committee, joint or system board, or joint council subordinate to a national or international labor organization, which includes a labor organization engaged in an

industry affecting commerce within the meaning of any of the preceding paragraphs of this subsection.

(f) The term "employee" means an individual employed by an employer. "Employee."

(g) The term "commerce" means trade, traffic, commerce, transportation, transmission, or communication among the several States; or between a State and any place outside thereof; or within the District of Columbia, or a possession of the United States; or between points in the same State but through a point outside thereof. "Commerce."

(h) The term "industry affecting commerce" means any activity, business, or industry in commerce or in which a labor dispute would hinder or obstruct commerce or the free flow of commerce and includes any activity or industry "affecting commerce" within the meaning of the Labor-Management Reporting and Disclosure Act of 1959. "Industry affecting commerce." 73 Stat. 519. 29 USC 401 note.

(i) The term "State" includes a State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Wake Island, the Canal Zone, and Outer Continental Shelf lands defined in the Outer Continental Shelf Lands Act. "State." 67 Stat. 462. 43 USC 1331 note.

EXEMPTION

SEC. 702. This title shall not apply to an employer with respect to the employment of aliens outside any State, or to a religious corporation, association, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, or society of its religious activities or to an educational institution with respect to the employment of individuals to perform work connected with the educational activities of such institution. Religious organizations, etc.

DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN

SEC. 703. (a) It shall be an unlawful employment practice for an employer— Unlawful practices.

(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or Employers.

(2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin.

(b) It shall be an unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of his race, color, religion, sex, or national origin, or to classify or refer for employment any individual on the basis of his race, color, religion, sex, or national origin. Employment agency.

(c) It shall be an unlawful employment practice for a labor organization— Labor organization.

(1) to exclude or to expel from its membership, or otherwise to discriminate against, any individual because of his race, color, religion, sex, or national origin;

(2) to limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any

way which would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect his status as an employee or as an applicant for employment, because of such individual's race, color, religion, sex, or national origin; or

(3) to cause or attempt to cause an employer to discriminate against an individual in violation of this section.

Training programs.

(d) It shall be an unlawful employment practice for any employer, labor organization, or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs to discriminate against any individual because of his race, color, religion, sex, or national origin in admission to, or employment in, any program established to provide apprenticeship or other training.

Exceptions.

(e) Notwithstanding any other provision of this title, (1) it shall not be an unlawful employment practice for an employer to hire and employ employees, for an employment agency to classify, or refer for employment any individual, for a labor organization to classify its membership or to classify or refer for employment any individual, or for an employer, labor organization, or joint labor-management committee controlling apprenticeship or other training or retraining programs to admit or employ any individual in any such program, on the basis of his religion, sex, or national origin in those certain instances where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of that particular business or enterprise, and (2) it shall not be an unlawful employment practice for a school, college, university, or other educational institution or institution of learning to hire and employ employees of a particular religion if such school, college, university, or other educational institution or institution of learning is, in whole or in substantial part, owned, supported, controlled, or managed by a particular religion or by a particular religious corporation, association, or society, or if the curriculum of such school, college, university, or other educational institution or institution of learning is directed toward the propagation of a particular religion.

(f) As used in this title, the phrase "unlawful employment practice" shall not be deemed to include any action or measure taken by an employer, labor organization, joint labor-management committee, or employment agency with respect to an individual who is a member of the Communist Party of the United States or of any other organization required to register as a Communist-action or Communist-front organization by final order of the Subversive Activities Control Board pursuant to the Subversive Activities Control Act of 1950.

64 Stat. 987.
50 USC 781 note.

(g) Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to fail or refuse to hire and employ any individual for any position, for an employer to discharge any individual from any position, or for an employment agency to fail or refuse to refer any individual for employment in any position, or for a labor organization to fail or refuse to refer any individual for employment in any position, if--

(1) the occupancy of such position, or access to the premises in or upon which any part of the duties of such position is performed or is to be performed, is subject to any requirement imposed in the interest of the national security of the United States under any security program in effect pursuant to or administered under any statute of the United States or any Executive order of the President; and

(2) such individual has not fulfilled or has ceased to fulfill that requirement.

(h) Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to apply different standards of compensation, or different terms, conditions, or privileges of employment pursuant to a bona fide seniority or merit system, or a system which measures earnings by quantity or quality of production or to employees who work in different locations, provided that such differences are not the result of an intention to discriminate because of race, color, religion, sex, or national origin, nor shall it be an unlawful employment practice for an employer to give and to act upon the results of any professionally developed ability test provided that such test, its administration or action upon the results is not designed, intended or used to discriminate because of race, color, religion, sex or national origin. It shall not be an unlawful employment practice under this title for any employer to differentiate upon the basis of sex in determining the amount of the wages or compensation paid or to be paid to employees of such employer if such differentiation is authorized by the provisions of section 6(d) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 206(d)). 77 Stat. 56. 29 USC 206.

(i) Nothing contained in this title shall apply to any business or enterprise on or near an Indian reservation with respect to any publicly announced employment practice of such business or enterprise under which a preferential treatment is given to any individual because he is an Indian living on or near a reservation. Indians.

(j) Nothing contained in this title shall be interpreted to require any employer, employment agency, labor organization, or joint labor-management committee subject to this title to grant preferential treatment to any individual or to any group because of the race, color, religion, sex, or national origin of such individual or group on account of an imbalance which may exist with respect to the total number or percentage of persons of any race, color, religion, sex, or national origin employed by any employer, referred or classified for employment by any employment agency or labor organization, admitted to membership or classified by any labor organization, or admitted to, or employed in, any apprenticeship or other training program, in comparison with the total number or percentage of persons of such race, color, religion, sex, or national origin in any community, State, section, or other area, or in the available work force in any community, State, section, or other area. Preferential treatment.

OTHER UNLAWFUL EMPLOYMENT PRACTICES

SEC. 704. (a) It shall be an unlawful employment practice for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, because he has opposed any practice made an unlawful employment practice by this title, or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this title.

(b) It shall be an unlawful employment practice for an employer, labor organization, or employment agency to print or publish or cause to be printed or published any notice or advertisement relating to employment by such an employer or membership in or any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such an employment agency, indicating any preference, limitation, specification, or discrimination, based on race, color, religion, sex, or national origin, except that such a notice or advertisement may indicate a preference, limitation, specification, or discrimination based on reli-

gion, sex, or national origin when religion, sex, or national origin is a bona fide occupational qualification for employment.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Establishment.

SEC. 705. (a) There is hereby created a Commission to be known as the Equal Employment Opportunity Commission, which shall be composed of five members, not more than three of whom shall be members of the same political party, who shall be appointed by the President

Term of office.

by and with the advice and consent of the Senate. One of the original members shall be appointed for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years, and one for a term of five years, beginning from the date of enactment of this title, but their successors shall be appointed for terms of five years each, except that any individual chosen to fill a vacancy shall be appointed only for the unexpired term of the member whom he shall succeed. The President shall designate one member to serve as Chairman of the Commission, and one member to serve as Vice Chairman. The Chairman shall be responsible on behalf of the Commission for the administrative operations of the Commission, and shall appoint, in accordance with the civil service laws, such officers, agents, attorneys, and employees as it deems necessary to assist it in the performance of its functions and to fix their compensation in accordance with the Classification Act of 1949, as amended. The Vice Chairman shall act as Chairman in the absence or disability of the Chairman or in the event of a vacancy in that office.

63 Stat. 954; 76 Stat. 843. 5 USC 1071 note.

(b) A vacancy in the Commission shall not impair the right of the remaining members to exercise all the powers of the Commission and three members thereof shall constitute a quorum.

(c) The Commission shall have an official seal which shall be judicially noticed.

Reports to the President and Congress.

(d) The Commission shall at the close of each fiscal year report to the Congress and to the President concerning the action it has taken; the names, salaries, and duties of all individuals in its employ and the moneys it has disbursed; and shall make such further reports on the cause of and means of eliminating discrimination and such recommendations for further legislation as may appear desirable.

(e) The Federal Executive Pay Act of 1956, as amended (5 U.S.C. 2201-2209), is further amended—

70 Stat. 736. 5 USC 2201 note.

(1) by adding to section 105 thereof (5 U.S.C. 2204) the following clause:

"(32) Chairman, Equal Employment Opportunity Commission"; and

(2) by adding to clause (45) of section 106(a) thereof (5 U.S.C. 2205(a)) the following: "Equal Employment Opportunity Commission (4)."

70 Stat. 737. 5 USC 2205.

(f) The principal office of the Commission shall be in or near the District of Columbia, but it may meet or exercise any or all its powers at any other place. The Commission may establish such regional or State offices as it deems necessary to accomplish the purpose of this title.

Powers.

(g) The Commission shall have power—

(1) to cooperate with and, with their consent, utilize regional, State, local, and other agencies, both public and private, and individuals;

(2) to pay to witnesses whose depositions are taken or who are summoned before the Commission or any of its agents the same witness and mileage fees as are paid to witnesses in the courts of the United States;

(3) to furnish to persons subject to this title such technical assistance as they may request to further their compliance with this title or an order issued thereunder;

(4) upon the request of (i) any employer, whose employees or some of them, or (ii) any labor organization, whose members or some of them, refuse or threaten to refuse to cooperate in effectuating the provisions of this title, to assist in such effectuation by conciliation or such other remedial action as is provided by this title;

(5) to make such technical studies as are appropriate to effectuate the purposes and policies of this title and to make the results of such studies available to the public;

(6) to refer matters to the Attorney General with recommendations for intervention in a civil action brought by an aggrieved party under section 706, or for the institution of a civil action by the Attorney General under section 707, and to advise, consult, and assist the Attorney General on such matters.

(h) Attorneys appointed under this section may, at the direction of the Commission, appear for and represent the Commission in any case in court.

(i) The Commission shall, in any of its educational or promotional activities, cooperate with other departments and agencies in the performance of such educational and promotional activities.

(j) All officers, agents, attorneys, and employees of the Commission shall be subject to the provisions of section 9 of the Act of August 2, 1939, as amended (the Hatch Act), notwithstanding any exemption contained in such section. 53 Stat. 1148; 64 Stat. 475. 5 USC 1181.

PREVENTION OF UNLAWFUL EMPLOYMENT PRACTICES

SEC. 706. (a) Whenever it is charged in writing under oath by a person claiming to be aggrieved, or a written charge has been filed by a member of the Commission where he has reasonable cause to believe a violation of this title has occurred (and such charge sets forth the facts upon which it is based) that an employer, employment agency, or labor organization has engaged in an unlawful employment practice, the Commission shall furnish such employer, employment agency, or labor organization (hereinafter referred to as the "respondent") with a copy of such charge and shall make an investigation of such charge, provided that such charge shall not be made public by the Commission. If the Commission shall determine, after such investigation, that there is reasonable cause to believe that the charge is true, the Commission shall endeavor to eliminate any such alleged unlawful employment practice by informal methods of conference, conciliation, and persuasion. Nothing said or done during and as a part of such endeavors may be made public by the Commission without the written consent of the parties, or used as evidence in a subsequent proceeding. Any officer or employee of the Commission, who shall make public in any manner whatever any information in violation of this subsection shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not more than $1,000 or imprisoned not more than one year.

(b) In the case of an alleged unlawful employment practice occurring in a State, or political subdivision of a State, which has a State or local law prohibiting the unlawful employment practice alleged and establishing or authorizing a State or local authority to grant or seek relief from such practice or to institute criminal proceedings with respect thereto upon receiving notice thereof, no charge may be filed under subsection (a) by the person aggrieved before the expira- Legal proceedings.

tion of sixty days after proceedings have been commenced under the State or local law, unless such proceedings have been earlier terminated, provided that such sixty-day period shall be extended to one hundred and twenty days during the first year after the effective date of such State or local law. If any requirement for the commencement of such proceedings is imposed by a State or local authority other than a requirement of the filing of a written and signed statement of the facts upon which the proceeding is based, the proceeding shall be deemed to have been commenced for the purposes of this subsection at the time such statement is sent by registered mail to the appropriate State or local authority.

Time requirements.

(c) In the case of any charge filed by a member of the Commission alleging an unlawful employment practice occurring in a State or political subdivision of a State, which has a State or local law prohibiting the practice alleged and establishing or authorizing a State or local authority to grant or seek relief from such practice or to institute criminal proceedings with respect thereto upon receiving notice thereof, the Commission shall, before taking any action with respect to such charge, notify the appropriate State or local officials and, upon request, afford them a reasonable time, but not less than sixty days (provided that such sixty-day period shall be extended to one hundred and twenty days during the first year after the effective day of such State or local law), unless a shorter period is requested, to act under such State or local law to remedy the practice alleged.

(d) A charge under subsection (a) shall be filed within ninety days after the alleged unlawful employment practice occurred, except that in the case of an unlawful employment practice with respect to which the person aggrieved has followed the procedure set out in subsection (b), such charge shall be filed by the person aggrieved within two hundred and ten days after the alleged unlawful employment practice occurred, or within thirty days after receiving notice that the State or local agency has terminated the proceedings under the State or local law, whichever is earlier, and a copy of such charge shall be filed by the Commission with the State or local agency.

(e) If within thirty days after a charge is filed with the Commission or within thirty days after expiration of any period of reference under subsection (c) (except that in either case such period may be extended to not more than sixty days upon a determination by the Commission that further efforts to secure voluntary compliance are warranted), the Commission has been unable to obtain voluntary compliance with this title, the Commission shall so notify the person aggrieved and a civil action may, within thirty days thereafter, be brought against the respondent named in the charge (1) by the person claiming to be aggrieved, or (2) if such charge was filed by a member of the Commission, by any person whom the charge alleges was aggrieved by the alleged unlawful employment practice. Upon application by the complainant and in such circumstances as the court may deem just, the court may appoint an attorney for such complainant and may authorize the commencement of the action without the payment of fees, costs, or security. Upon timely application, the court may, in its discretion, permit the Attorney General to intervene in such civil action if he certifies that the case is of general public importance. Upon request, the court may, in its discretion, stay further proceedings for not more than sixty days pending the termination of State or local proceedings described in subsection (b) or the efforts of the Commission to obtain voluntary compliance.

Courts, Jurisdiction.

(f) Each United States district court and each United States court of a place subject to the jurisdiction of the United States shall

have jurisdiction of actions brought under this title. Such an action may be brought in any judicial district in the State in which the unlawful employment practice is alleged to have been committed, in the judicial district in which the employment records relevant to such practice are maintained and administered, or in the judicial district in which the plaintiff would have worked but for the alleged unlawful employment practice, but if the respondent is not found within any such district, such an action may be brought within the judicial district in which the respondent has his principal office. For purposes of sections 1404 and 1406 of title 28 of the United States Code, the judicial district in which the respondent has his principal office shall in all cases be considered a district in which the action might have been brought. 62 Stat. 937. 74 Stat. 912; 76A Stat. 699.

(g) If the court finds that the respondent has intentionally engaged in or is intentionally engaging in an unlawful employment practice charged in the complaint, the court may enjoin the respondent from engaging in such unlawful employment practice, and order such affirmative action as may be appropriate, which may include reinstatement or hiring of employees, with or without back pay (payable by the employer, employment agency, or labor organization, as the case may be, responsible for the unlawful employment practice). Interim earnings or amounts earnable with reasonable diligence by the person or persons discriminated against shall operate to reduce the back pay otherwise allowable. No order of the court shall require the admission or reinstatement of an individual as a member of a union or the hiring, reinstatement, or promotion of an individual as an employee, or the payment to him of any back pay, if such individual was refused admission, suspended, or expelled or was refused employment or advancement or was suspended or discharged for any reason other than discrimination on account of race, color, religion, sex or national origin or in violation of section 704(a).

(h) The provisions of the Act entitled "An Act to amend the Judicial Code and to define and limit the jurisdiction of courts sitting in equity, and for other purposes," approved March 23, 1932 (29 U.S.C. 101-115), shall not apply with respect to civil actions brought under this section. 47 Stat. 70.

(i) In any case in which an employer, employment agency, or labor organization fails to comply with an order of a court issued in a civil action brought under subsection (e), the Commission may commence proceedings to compel compliance with such order.

(j) Any civil action brought under subsection (e) and any proceedings brought under subsection (i) shall be subject to appeal as provided in sections 1291 and 1292, title 28, United States Code. 62 Stat. 929.

(k) In any action or proceeding under this title the court, in its discretion, may allow the prevailing party, other than the Commission or the United States, a reasonable attorney's fee as part of the costs, and the Commission and the United States shall be liable for costs the same as a private person. 65 Stat. 726; 72 Stat. 348, 1770. Costs, fees.

SEC. 707. (a) Whenever the Attorney General has reasonable cause to believe that any person or group of persons is engaged in a pattern or practice of resistance to the full enjoyment of any of the rights secured by this title, and that the pattern or practice is of such a nature and is intended to deny the full exercise of the rights herein described, the Attorney General may bring a civil action in the appropriate district court of the United States by filing with it a complaint (1) signed by him (or in his absence the Acting Attorney General), (2) setting forth facts pertaining to such pattern or practice, and (3) requesting such relief, including an application for a permanent or temporary injunction, restraining order or other order against the Suits by Attorney General.

78 STAT. 262.

person or persons responsible for such pattern or practice, as he deems necessary to insure the full enjoyment of the rights herein described.

(b) The district courts of the United States shall have and shall exercise jurisdiction of proceedings instituted pursuant to this section, and in any such proceeding the Attorney General may file with the clerk of such court a request that a court of three judges be convened to hear and determine the case. Such request by the Attorney General shall be accompanied by a certificate that, in his opinion, the case is of general public importance. A copy of the certificate and request for a three-judge court shall be immediately furnished by such clerk to the chief judge of the circuit (or in his absence, the presiding circuit judge of the circuit) in which the case is pending. Upon receipt of such request it shall be the duty of the chief judge of the circuit or the presiding circuit judge, as the case may be, to designate immediately three judges in such circuit, of whom at least one shall be a circuit judge and another of whom shall be a district judge of the court in which the proceeding was instituted, to hear and determine such case, and it shall be the duty of the judges so designated to assign the case for hearing at the earliest practicable date, to participate in the hearing and determination thereof, and to cause the case to be in every way expedited. An appeal from the final judgment of such court will lie to the Supreme Court.

In the event the Attorney General fails to file such a request in any such proceeding, it shall be the duty of the chief judge of the district (or in his absence, the acting chief judge) in which the case is pending immediately to designate a judge in such district to hear and determine the case. In the event that no judge in the district is available to hear and determine the case, the chief judge of the district, or the acting chief judge, as the case may be, shall certify this fact to the chief judge of the circuit (or in his absence, the acting chief judge) who shall then designate a district or circuit judge of the circuit to hear and determine the case.

It shall be the duty of the judge designated pursuant to this section to assign the case for hearing at the earliest practicable date and to cause the case to be in every way expedited.

EFFECT ON STATE LAWS

SEC. 708. Nothing in this title shall be deemed to exempt or relieve any person from any liability, duty, penalty, or punishment provided by any present or future law of any State or political subdivision of a State, other than any such law which purports to require or permit the doing of any act which would be an unlawful employment practice under this title.

INVESTIGATIONS, INSPECTIONS, RECORDS, STATE AGENCIES

SEC. 709. (a) In connection with any investigation of a charge filed under section 706, the Commission or its designated representative shall at all reasonable times have access to, for the purposes of examination, and the right to copy any evidence of any person being investigated or proceeded against that relates to unlawful employment practices covered by this title and is relevant to the charge under investigation.

Agreements, State and local agencies.

(b) The Commission may cooperate with State and local agencies charged with the administration of State fair employment practices laws and, with the consent of such agencies, may for the purpose of carrying out its functions and duties under this title and within the limitation of funds appropriated specifically for such purpose, utilize the services of such agencies and their employees and, notwithstand-

ing any other provision of law, may reimburse such agencies and their employees for services rendered to assist the Commission in carrying out this title. In furtherance of such cooperative efforts, the Commission may enter into written agreements with such State or local agencies and such agreements may include provisions under which the Commission shall refrain from processing a charge in any cases or class of cases specified in such agreements and under which no person may bring a civil action under section 706 in any cases or class of cases so specified, or under which the Commission shall relieve any person or class of persons in such State or locality from requirements imposed under this section. The Commission shall rescind any such agreement whenever it determines that the agreement no longer serves the interest of effective enforcement of this title.

Records.

(c) Except as provided in subsection (d), every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports therefrom, as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders thereunder. The Commission shall, by regulation, require each employer, labor organization, and joint labor-management committee subject to this title which controls an apprenticeship or other training program to maintain such records as are reasonably necessary to carry out the purpose of this title, including, but not limited to, a list of applicants who wish to participate in such program, including the chronological order in which such applications were received, and shall furnish to the Commission, upon request, a detailed description of the manner in which persons are selected to participate in the apprenticeship or other training program. Any employer, employment agency, labor organization, or joint labor-management committee which believes that the application to it of any regulation or order issued under this section would result in undue hardship may (1) apply to the Commission for an exemption from the application of such regulation or order, or (2) bring a civil action in the United States district court for the district where such records are kept. If the Commission or the court, as the case may be, finds that the application of the regulation or order to the employer, employment agency, or labor organization in question would impose an undue hardship, the Commission or the court, as the case may be, may grant appropriate relief.

Exceptions.

(d) The provisions of subsection (c) shall not apply to any employer, employment agency, labor organization, or joint labor-management committee with respect to matters occurring in any State or political subdivision thereof which has a fair employment practice law during any period in which such employer, employment agency, labor organization, or joint labor-management committee is subject to such law, except that the Commission may require such notations on records which such employer, employment agency, labor organization, or joint labor-management committee keeps or is required to keep as are necessary because of differences in coverage or methods of enforcement between the State or local law and the provisions of this title. Where an employer is required by Executive Order 10925, issued March 6, 1961, or by any other Executive order prescribing fair employment practices for Government contractors and subcontractors, or by rules or regulations issued thereunder, to file reports relating to his employment practices with any Federal agency or committee, and he is substantially in compliance with such requirements, the Commission shall not require him to file additional reports pursuant to subsection (c) of this section.

3 CFR, 1961 Supp., p. 86.
5 USC 631 note.

Prohibited disclosures.

(e) It shall be unlawful for any officer or employee of the Commission to make public in any manner whatever any information obtained by the Commission pursuant to its authority under this section prior to the institution of any proceeding under this title involving such information. Any officer or employee of the Commission who shall make public in any manner whatever any information in violation of this subsection shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than $1,000, or imprisoned not more than one year.

INVESTIGATORY POWERS

SEC. 710. (a) For the purposes of any investigation of a charge filed under the authority contained in section 706, the Commission shall have authority to examine witnesses under oath and to require the production of documentary evidence relevant or material to the charge under investigation.

(b) If the respondent named in a charge filed under section 706 fails or refuses to comply with a demand of the Commission for permission to examine or to copy evidence in conformity with the provisions of section 709(a), or if any person required to comply with the provisions of section 709 (c) or (d) fails or refuses to do so, or if any person fails or refuses to comply with a demand by the Commission to give testimony under oath, the United States district court for the district in which such person is found, resides, or transacts business, shall, upon application of the Commission, have jurisdiction to issue to such person an order requiring him to comply with the provisions of section 709 (c) or (d) or to comply with the demand of the Commission, but the attendance of a witness may not be required outside the State where he is found, resides, or transacts business and the production of evidence may not be required outside the State where such evidence is kept.

Petitions.

(c) Within twenty days after the service upon any person charged under section 706 of a demand by the Commission for the production of documentary evidence or for permission to examine or to copy evidence in conformity with the provisions of section 709(a), such person may file in the district court of the United States for the judicial district in which he resides, is found, or transacts business, and serve upon the Commission a petition for an order of such court modifying or setting aside such demand. The time allowed for compliance with the demand in whole or in part as deemed proper and ordered by the court shall not run during the pendency of such petition in the court. Such petition shall specify each ground upon which the petitioner relies in seeking such relief, and may be based upon any failure of such demand to comply with the provisions of this title or with the limitations generally applicable to compulsory process or upon any constitutional or other legal right or privilege of such person. No objection which is not raised by such a petition may be urged in the defense to a proceeding initiated by the Commission under subsection (b) for enforcement of such a demand unless such proceeding is commenced by the Commission prior to the expiration of the twenty-day period, or unless the court determines that the defendant could not reasonably have been aware of the availability of such ground of objection.

(d) In any proceeding brought by the Commission under subsection (b), except as provided in subsection (c) of this section, the defendant may petition the court for an order modifying or setting aside the demand of the Commission.

NOTICES TO BE POSTED

SEC. 711. (a) Every employer, employment agency, and labor organization, as the case may be, shall post and keep posted in conspicuous places upon its premises where notices to employees, applicants for employment, and members are customarily posted a notice to be prepared or approved by the Commission setting forth excerpts from or, summaries of, the pertinent provisions of this title and information pertinent to the filing of a complaint.

(b) A willful violation of this section shall be punishable by a fine of not more than $100 for each separate offense.

VETERANS' PREFERENCE

SEC. 712. Nothing contained in this title shall be construed to repeal or modify any Federal, State, territorial, or local law creating special rights or preference for veterans.

RULES AND REGULATIONS

SEC. 713. (a) The Commission shall have authority from time to time to issue, amend, or rescind suitable procedural regulations to carry out the provisions of this title. Regulations issued under this section shall be in conformity with the standards and limitations of the Administrative Procedure Act. 60 Stat. 237. 5 USC 1001 note.

(b) In any action or proceeding based on any alleged unlawful employment practice, no person shall be subject to any liability or punishment for or on account of (1) the commission by such person of an unlawful employment practice if he pleads and proves that the act or omission complained of was in good faith, in conformity with, and in reliance on any written interpretation or opinion of the Commission, or (2) the failure of such person to publish and file any information required by any provision of this title if he pleads and proves that he failed to publish and file such information in good faith, in conformity with the instructions of the Commission issued under this title regarding the filing of such information. Such a defense, if established, shall be a bar to the action or proceeding, notwithstanding that (A) after such act or omission, such interpretation or opinion is modified or rescinded or is determined by judicial authority to be invalid or of no legal effect, or (B) after publishing or filing the description and annual reports, such publication or filing is determined by judicial authority not to be in conformity with the requirements of this title.

FORCIBLY RESISTING THE COMMISSION OR ITS REPRESENTATIVES

SEC. 714. The provisions of section 111, title 18, United States Code, shall apply to officers, agents, and employees of the Commission in the performance of their official duties. 62 Stat. 688.

SPECIAL STUDY BY SECRETARY OF LABOR

SEC. 715. The Secretary of Labor shall make a full and complete study of the factors which might tend to result in discrimination in employment because of age and of the consequences of such discrimination on the economy and individuals affected. The Secretary of Labor shall make a report to the Congress not later than June 30, 1965, containing the results of such study and shall include in such report such recommendations for legislation to prevent arbitrary discrimination in employment because of age as he determines advisable. Report to Congress.

EFFECTIVE DATE

SEC. 716. (a) This title shall become effective one year after the date of its enactment.

(b) Notwithstanding subsection (a), sections of this title other than sections 703, 704, 706, and 707 shall become effective immediately.

Presidential conferences.

(c) The President shall, as soon as feasible after the enactment of this title, convene one or more conferences for the purpose of enabling the leaders of groups whose members will be affected by this title to become familiar with the rights afforded and obligations imposed by its provisions, and for the purpose of making plans which will result in the fair and effective administration of this title when all of its provisions become effective. The President shall invite the participation in such conference or conferences of (1) the members of the President's Committee on Equal Employment Opportunity, (2) the members of the Commission on Civil Rights, (3) representatives of State and local agencies engaged in furthering equal employment opportunity, (4) representatives of private agencies engaged in furthering equal employment opportunity, and (5) representatives of employers, labor organizations, and employment agencies who will be subject to this title.

Membership.

TITLE VIII--REGISTRATION AND VOTING STATISTICS

Survey.

SEC. 801. The Secretary of Commerce shall promptly conduct a survey to compile registration and voting statistics in such geographic areas as may be recommended by the Commission on Civil Rights. Such a survey and compilation shall, to the extent recommended by the Commission on Civil Rights, only include a count of persons of voting age by race, color, and national origin, and determination of the extent to which such persons are registered to vote, and have voted in any statewide primary or general election in which the Members of the United States House of Representatives are nominated or elected, since January 1, 1960. Such information shall also be collected and compiled in connection with the Nineteenth Decennial Census, and at such other times as the Congress may prescribe. The provisions of section 9 and chapter 7 of title 13, United States Code, shall apply to any survey, collection, or compilation of registration and voting statistics carried out under this title: *Provided, however,* That no person shall be compelled to disclose his race, color, national origin, or questioned about his political party affiliation, how he voted, or the reasons therefore, nor shall any penalty be imposed for his failure or refusal to make such disclosure. Every person interrogated orally, by written survey or questionnaire or by any other means with respect to such information shall be fully advised with respect to his right to fail or refuse to furnish such information.

68 Stat. 1013, 1022.
76 Stat. 922.
13 USC 9, 211-241.

E. O. 11246

Equal Employment Opportunity

[¶ 29,335]

Issued 9/24/65, 30 F. R. 12319, 30 F. R. 12935; amended by E. O. 11375, dated 10/13/67, 32 F. R. 14303.

Under and by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered as follows.

Part I—Nondiscrimination in Government Employment

(Part I Superseded by E. O. 11478 issued 8/8/69, 34 F. R. 12985, providing more detailed instructions for implementation of equal employment opportunities in the United States Civil Service.)

Section 101. It is the policy of the Government of the United States to provide equal opportunity in Federal employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex or national origin, and to promote the full realization of equal employment opportunity through a positive, continuing program in each executive department and agency. The policy of equal opportunity applies to every aspect of Federal employment policy and practice.

Sec. 102. The head of each executive department and agency shall establish and maintain a positive program of equal employment opportunity for all civilian employees and applicants for employment within his jurisdiction in accordance with the policy set forth in Section 101.

Sec. 103. The Civil Service Commission shall supervise and provide leadership and guidance in the conduct of equal employment opportunity programs for the civilian employees of and applications for employment within the executive departments and agencies and shall review agency program accomplishments periodically. In order to facilitate the achievement of a model program for equal employment opportunity in the Federal service, the Commission may consult from time to time with such individuals, groups, or organizations as may be of assistance in improving the Federal program and realizing the objectives of this Part.

Sec. 104. The Civil Service Commission shall provide for the prompt, fair, and impartial consideration of all complaints of discrimination in Federal employment on the basis of race, color, religion, sex or national origin. Procedures for the consideration of complaints shall include at least one impartial review within the executive department or agency and shall provide for appeal to the Civil Service Commission.

Sec. 105. The Civil Service Commission shall issue such regulations, orders, and instructions as it deems necessary and appropriate to carry out its responsibilities under this Part, and the head of each executive department and agency shall comply with the regulations, orders, and instructions issued by the Commission under this Part. Amended 10/13/67 by E. O. 11375, 32 F. R. 14303, adding discrimination on account of sex, effective as to Part I November 12, 1967 and as to Part II October 13, 1968.

Part II—Nondiscrimination in Employment by Government Contractors and Subcontractors

Subpart A—Duties of the Secretary of Labor

Sec. 201. The Secretary of Labor shall be responsible for the administration of Parts II and III of this Order and shall adopt such rules and regulations and issue such orders as he deems necessary and appropriate to achieve the purposes thereof.

Subpart B—Contractors' Agreements

Sec. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

"(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action

to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

"(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

"(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

"(7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of Sept. 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however*, That in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

SEC. 203. (a) Each contractor having a contract containing the provisions prescribed in Section 202 shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.

(b) Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.

(c) Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: *Provided*, That to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the contracting agency as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.

(d) The contracting agency or the Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other train-

ing, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this Order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the Order. In the event that the union, or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the contracting agency or the Secretary of Labor may require.

SEC. 204. The Secretary of Labor may, when he deems that special circumstances in the national interest so require, exempt a contracting agency from the requirement of including any or all of the provisions of Section 202 of this Order in any specific contract, subcontract, or purchase order. The Secretary of Labor may, by rule or regulation, also exempt certain classes of contracts, subcontracts, or purchase orders (1) whenever work is to be or has been performed outside the United States and no recruitment of workers within the limits of the United States is involved; (2) for standard commercial supplies or raw materials; (3) involving less than specified amounts of money or specified numbers of workers; or (4) to the extent that they involve subcontracts below a specified tier. The Secretary of Labor may also provide, by rule, regulation, or order, for the exemption of facilities of a contractor which are in all respects separate and distinct from activities of the contractor related to the performance of the contract: *Provided*, That such an exemption will not interfere with or impede the effectuation of the purposes of this Order: *And provided further*, That in the absence of such an exemption all facilities shall be covered by the provisions of this Order.

SUBPART C—POWERS AND DUTIES OF THE SECRETARY OF LABOR AND THE CONTRACTING AGENCIES

SEC. 205. Each contracting agency shall be primarily responsible for obtaining compliance with the rules, regulations, and orders of the Secretary of Labor with respect to contracts entered into by such agency or its contractors. All contracting agencies shall comply with the rules of the Secretary of Labor in discharging their primary responsibility for securing compliance with the provisions of contracts and otherwise with the terms of this Order and of the rules, regulations, and orders of the Secretary of Labor issued pursuant to this Order. They are directed to cooperate with the Secretary of Labor and to furnish the Secretary of Labor such information and assistance as he may require in the performance of his functions under this Order. They are further directed to appoint or designate, from among the agency's personnel, compliance officers. It shall be the duty of such officers to seek compliance with the objectives of this Order by conference, conciliation, mediation, or persuasion.

SEC. 206. (a) The Secretary of Labor may investigate the employment practices of any Government contractor or subcontractor, or initiate such investigation by the appropriate contracting agency, to determine whether or not the contractual provisions specified in Section 202 of this Order have been violated. Such investigation shall be conducted in accordance with the procedures established by the Secretary of Labor and the investigating agency shall report to the Secretary of Labor any action taken or recommended.

(b) The Secretary of Labor may receive and investigate or cause to be investigated complaints by employees or prospective employees of a Government contractor or subcontractor which allege discrimination contrary to the contractual provisions specified in Section 202 of this Order. If this investigation is conducted for the Secretary of Labor by a contracting agency, that agency shall report to the Secretary what action has been taken or is recommended with regard to such complaints.

SEC. 207. The Secretary of Labor shall use his best efforts, directly and through contracting agencies, other interested Federal, State, and local agencies, contractors, and all other available instrumentalities to cause any labor union engaged in work under Government contracts or any agency referring workers or providing or supervising apprenticeship or training for or in the course of such work to cooperate in the implementation of the purposes of this Order. The Secretary of Labor shall, in appropriate cases, notify the

Equal Employment Opportunity Commission, the Department of Justice, or other appropriate Federal agencies whenever it has reason to believe that the practices of any such labor organization or agency violate Title VI or Title VII of the Civil Rights Act of 1964 or other provision of Federal law.

SEC. 208. (a) The Secretary of Labor, or any agency, officer, or employee in the executive branch of the Government designated by rule, regulation, or order of the Secretary, may hold such hearings, public or private, as the Secretary may deem advisable for compliance, enforcement, or educational purposes.

(b) The Secretary of Labor may hold, or cause to be held, hearings in accordance with Subsection (a) of this Section prior to imposing, ordering, or recommending the imposition of penalties and sanctions under this Order. No order for debarment of any contractor from further Government contracts under Section 209(a)(6) shall be made without affording the contractor an opportunity for a hearing.

SUBPART D—SANCTIONS AND PENALTIES

SEC. 209. (a) In accordance with such rules, regulations, or orders as the Secretary of Labor may issue or adopt, the Secretary or the appropriate contracting agency may:

(1) Publish, or cause to be published, the names of contractors or unions which it has concluded have complied or have failed to comply with the provisions of this Order or of the rules, regulations, and orders of the Secretary of Labor.

(2) Recommend to the Department of Justice that, in cases in which there is substantial or material violation or the threat of substantial or material violation of the contractual provisions set forth in Section 202 of this Order, appropriate proceedings be brought to enforce those provisions, including the enjoining, within the limitations of applicable law, of organizations, individuals, or groups who prevent directly or indirectly, or seek to prevent directly or indirectly, compliance with the provisions of this Order.

(3) Recommend to the Equal Employment Opportunity Commission or the Department of Justice that appropriate proceedings be instituted under Title VII of the Civil Rights Act of 1964.

(4) Recommend to the Department of Justice that criminal proceedings be brought for the furnishing of false information to any contracting agency or to the Secretary of Labor as the case may be.

(5) Cancel, terminate, suspend, or cause to be cancelled, terminated, or suspended, any contract, or any portion or portions thereof, for failure of the contractor or subcontractor to comply with the nondiscrimination provisions of the contract. Contracts may be cancelled, terminated, or suspended absolutely or continuance of contracts may be conditioned upon a program for future compliance approved by the contracting agency.

(6) Provide that any contracting agency shall refrain from entering into further contracts, or extensions or other modifications of existing contracts, with any noncomplying contractor, until such contractor has satisfied the Secretary of Labor that such contractor has established and will carry out personnel and employment policies in compliance with the provisions of this Order.

(b) Under rules and regulations prescribed by the Secretary of Labor, each contracting agency shall make reasonable efforts within a reasonable time limitation to secure compliance with the contract provisions of this Order by methods of conference, conciliation, mediation, and persuasion before proceedings shall be instituted under Subsection (a)(2) of this Section, or before a contract shall be cancelled or terminated in whole or in part under Subsection (a)(5) of this Section for failure of a contractor or subcontractor to comply with the contract provisions of this Order.

SEC. 210. Any contracting agency taking any action authorized by this Subpart, whether on its own motion, or as directed by the Secretary of Labor, or under the rules and regulations of the Secretary, shall promptly notify the Secretary of such action. Whenever the Secretary of Labor makes a determination under this Section, he shall promptly notify the appropriate contracting agency of the action recommended. The agency shall take

such action and shall report the results thereof to the Secretary of Labor within such time as the Secretary shall specify.

SEC. 211. If the Secretary shall so direct, contracting agencies shall not enter into contracts with any bidder or prospective contractor unless the bidder or prospective contractor has satisfactorily complied with the provisions of this Order or submits a program for compliance acceptable to the Secretary of Labor or, if the Secretary so authorizes, to the contracting agency.

SEC. 212. Whenever a contracting agency cancels or terminates a contract, or whenever a contractor has been debarred from further Government contracts, under Section 209(a)(6) because of noncompliance with the contract provisions with regard to nondiscrimination, the Secretary of Labor, or the contracting agency involved, shall promptly notify the Comptroller General of the United States. Any such debarment may be rescinded by the Secretary of Labor or by the contracting agency which imposed the sanction.

SUBPART E—CERTIFICATES OF MERIT

SEC. 213. The Secretary of Labor may provide for issuance of a United States Government Certificate of Merit to employers or labor unions, or other agencies which are or may hereafter be engaged in work under Government contracts, if the Secretary is satisfied that the personnel and employment practices of the employer, or that the personnel, training, apprenticeship, membership, grievance and representation, upgrading, and other practices and policies of the labor union or other agency conform to the purposes and provisions of this Order.

SEC. 214. Any Certificate of Merit may at any time be suspended or revoked by the Secretary of Labor if the holder thereof, in the judgment of the Secretary, has failed to comply with the provisions of this Order.

SEC. 215. The Secretary of Labor may provide for the exemption of any employer, labor union, or other agency from any reporting requirements imposed under or pursuant to this Order if such employer, labor union, or other agency has been awarded a Certificate of Merit which has not been suspended or revoked.

PART III—NONDISCRIMINATION PROVISIONS IN FEDERALLY ASSISTED CONSTRUCTION CONTRACTS

SEC. 301. Each executive department and agency which administers a program involving Federal financial assistance shall require as a condition for the approval of any grant, contract, loan, insurance, or guarantee thereunder, which may involve a construction contract, that the applicant for Federal assistance undertake and agree to incorporate, or cause to be incorporated, into all construction contracts paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to such grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the provisions prescribed for Government contracts by Section 202 of this Order or such modification thereof, preserving in substance the contractor's obligations thereunder, as may be approved by the Secretary of Labor, together with such additional provisions as the Secretary deems appropriate to establish and protect the interest of the United States in the enforcement of those obligations. Each such applicant shall also undertake and agree (1) to assist and cooperate actively with the administering department or agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with those contract provisions and with the rules, regulations, and relevant orders of the Secretary, (2) to obtain and to furnish to the administering department or agency and to the Secretary of Labor such information as they may require for the supervision of such compliance, (3) to carry out sanctions and penalties for violation of such obligations imposed upon contractors and subcontractors by the Secretary of Labor or the administering department or agency pursuant to Part II, Subpart D, of this Order, and (4) to refrain from entering into any contract subject to this Order, or extension or other modification of such a contract with a contractor debarred from Government contracts under Part II, Subpart D, of this Order.

SEC. 302. (a) "Construction contract" as used in this Order means any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property.

(b) The provisions of Part II of this Order shall apply to such construction contracts, and for purposes of such application the administering department or agency shall be considered the contracting agency referred to therein.

(c) The term "applicant" as used in this Order means an applicant for Federal assistance or, as determined by agency regulation, other program participant, with respect to whom an application for any grant, contract, loan, insurance, or guarantee is not finally acted upon prior to the effective date of this Part, and it includes such an applicant after he becomes a recipient of such Federal assistance.

SEC. 303. (a) Each administering department and agency shall be responsible for obtaining the compliance of such applicants with their undertakings under this Order. Each administering department and agency is directed to cooperate with the Secretary of Labor, and to furnish the Secretary such information and assistance as he may require in the performance of his functions under this Order.

(b) In the event an applicant fails and refuses to comply with his undertakings, the administering department or agency may take any or all of the following actions: (1) cancel, terminate, or suspend in whole or in part the agreement, contract, or other arrangement with such applicant with respect to which the failure and refusal occurred; (2) refrain from extending any further assistance to the applicant under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such applicant; and (3) refer the case to the Department of Justice for appropriate legal proceedings.

(c) Any action with respect to an applicant pursuant to Subsection (b) shall be taken in conformity with Section 602 of the Civil Rights Act of 1964 (and the regulations of the administering department or agency issued thereunder), to the extent applicable. In no case shall action be taken with respect to an applicant pursuant to Clause (1) or (2) of Subsection (b) without notice and opportunity for hearing before the administering department or agency.

SEC. 304. Any executive department or agency which imposes by rule, regulation, or order requirements of nondiscrimination in employment, other than requirements imposed pursuant to this Order, may delegate to the Secretary of Labor by agreement such responsibilities with respect to compliance standards, reports, and procedures as would tend to bring the administration of such requirements into conformity with the administration of requirements imposed under this Order: *Provided*, That actions to effect compliance by recipients of Federal financial assistance with requirements imposed pursuant to Title VI of the Civil Rights Act of 1964 shall be taken in conformity with the procedures and limitations prescribed in Section 602 thereof and the regulations of the administering department or agency issued thereunder.

PART IV—MISCELLANEOUS

SEC. 401. The Secretary of Labor may delegate to any officer, agency, or employee in the Executive branch of the Government, any function or duty of the Secretary under Parts II and III of this Order, except authority to promulgate rules and regulations of a general nature.

SEC. 402. The Secretary of Labor shall provide administrative support for the execution of the program known as the "Plans for Progress."

SEC. 403. (a) Executive Orders Nos. 10590 (January 19, 1955), 10722 (August 5, 1957), 10925 (March 6, 1961), 11114 (June 22, 1963), and 11162 (July 28, 1964), are hereby superseded and the President's Committee on Equal Employment Opportunity established by Executive Order No. 10925 is hereby abolished. All records and property in the custody of the Committee shall be transferred to the Civil Service Commission and the Secretary of Labor, as appropriate.

¶ 29,335

(b) Nothing in this Order shall be deemed to relieve any person of any obligation assumed or imposed under or pursuant to any Executive Order superseded by this Order. All rules, regulations, orders, instructions, designations, and other directives issued by the President's Committee on Equal Employment Opportunity and those issued by the heads of various departments or agencies under or pursuant to any of the Executive orders superseded by this Order, shall, to the extent that they are not inconsistent with this Order, remain in full force and effect unless and until revoked or superseded by appropriate authority. References in such directives to provisions of the superseded orders shall be deemed to be references to the comparable provisions of this Order.

SEC. 404. The General Services Administration shall take appropriate action to revise the standard Government contract forms to accord with the provisions of this Order and of the rules and regulations of the Secretary of Labor.

SEC. 405. This Order shall become effective thirty days after the date of this Order.

EXECUTIVE ORDER 11375

AMENDING EXECUTIVE ORDER NO. 11246, RELATING TO

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the United States Government to provide equal opportunity in Federal employment and in employment by Federal contractors on the basis of merit and without discrimination because of race, color, religion, sex or national origin.

The Congress, by enacting Title VII of the Civil Rights Act of 1964, enunciated a national policy of equal employment opportunity in private employment, without discrimination because of race, color, religion, sex or national origin.

Executive Order No. 11246 of September 24, 1965, carried forward a program of equal employment opportunity in Government employment, employment by Federal contractors and subcontractors and employment under Federally assisted construction contracts regardless of race creed, color or national origin.

It is desirable that the equal employment opportunity programs provided for in Executive Order No. 11246 expressly embrace discrimination on account of sex.

NOW, THEREFORE, by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered that Executive Order No. 11246 of September 24, 1965, be amended as follows:

(1) Section 101 of Part I, concerning nondiscrimination in Government employment, is revised to read as follows:

"SEC. 101. It is the policy of the Government of the United States to provide equal opportunity in Federal employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex or national origin, and to promote the full realization of equal employment opportunity through a positive, continuing program in each executive department and agency. The policy of equal opportunity applies to every aspect of Federal employment and practice."

(2) Section 104 of Part I is revised to read as follows:

"SEC. 104. The Civil Service Commission shall provide for the prompt, fair, and impartial consideration of all complaints of discrimination in Federal employment on the basis of race, color, religion, sex or national origin. Procedures for the consideration of complaints shall include at least one impartial review within the executive department or agency and shall provide for appeal to the Civil Service Commission."

(3) Paragraphs (1) and (2) of the quoted required contract provisions in section 202 of Part II, concerning nondiscrimination in employment by Government contractors and subcontractors, are revised to read as follows:

"(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin." (4) Section 203 (d) of Part II is revised to read as follows:

"(d) The contracting agency or the Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under

the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union, or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the contracting agency or the Secretary of Labor may require."

The amendments to Part I shall be effective 30 days after the date of this order. The amendments to Part II shall be effective one year after the date of this order.

LYNDON B. JOHNSON

THE WHITE HOUSE

October 13, 1967

U.S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT COMPLIANCE
WASHINGTON, D.C. 20210

CHAPTER 60 -- Office of Federal Contract Compliance,
Equal Employment Opportunity, Department of Labor

(*Reprint from* FEDERAL REGISTER, VOL. 36, NO. 234—SATURDAY, DECEMBER 4, 1971)

Title 41—PUBLIC CONTRACTS AND PROPERTY MANAGEMENT

Chapter 60—Office of Federal Contract Compliance, Equal Employment Opportunity, Department of Labor

PART 60–2—AFFIRMATIVE ACTION PROGRAMS

On August 31, 1971, notice of proposed rule making was published in the FEDERAL REGISTER (36 F.R. 17444) with regard to amending Chapter 60 of Title 41 of the Code of Federal Regulations by adding a new Part 60–2, dealing with affirmative action programs. Interested persons were given 30 days in which to submit written comments, suggestions, or objections regarding the proposed amendments.

Having considered all relevant material submitted, I have decided to, and do hereby amend Chapter 60 of Title 41 of the Code of Federal Regulations by adding a new Part 60–2, reading as follows:

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AUTHORITY: The provisions of this Part 60–2 issued pursuant to sec 201, Executive Order 11246 (30 F.R. 12319).

Subpart A—General

§ 60–2.1 Title, purpose and scope.

This part shall also be known as "Revised Order No. 4," and shall cover nonconstruction contractors. Section 60–1.40 of this Chapter, Affirmative Action Compliance Programs, requires that within 120 days from the commencement of a contract each prime contractor or subcontractor with 50 or more employees and a contract of $50,000 or more develop a written affirmative action compliance program for each of its establishments, and such contractors are now further required to revise existing written affirmative action programs to include the changes embodied in this order within 120 days of its publication in the FEDERAL REGISTER. A review of agency compliance surveys indicates that many contractors do not have affirmative action programs on file at the time an establishment is visited by a compliance investigator. This part details the agency review procedure and the results of a contractor's failure to develop and maintain an affirmative action program and then set forth detailed guidelines to be used by contractors and Government agencies in developing and judging these programs as well as the good faith effort required to transform the programs from paper commitments to equal employment opportunity. Subparts B and C are concerned with affirmative action plans only.

Relief for members of an "affected class" who, by virtue of past discrimination, continue to suffer the present effects of that discrimination must either be included in the contractor's affirmative action program or be embodied in a separate written "corrective action" program. An "affected class" problem must be remedied in order for a contractor to be considered in compliance. Section 60–2.2 herein pertaining to an acceptable affirmative action program is also applicable to the failure to remedy discrimination against members of an "affected class."

§ 60–2.2 Agency action.

(a) Any contractor required by § 60–1.40 of this chapter to develop an affirmative action program at each of his establishments who has not complied fully with that section is not in compliance with Executive Order 11246, as amended (30 F.R. 12319). Until such programs are developed and found to be acceptable in accordance with the standards and guidelines set forth in §§ 60–2.10 through 60–2.32, the contractor is unable to comply with the equal employment opportunity clause.

(b) If, in determining such contractor's responsibility for an award of a contract it comes to the contracting officer's attention, through sources within his agency or through the Office of Federal Contract Compliance or other Government agencies, that the contractor has not developed an acceptable affirmative action program at each of his establishments, the contracting officer shall notify the Director and declare the contractor-bidder nonresponsible unless he can otherwise affirmatively determine that the contractor is able to comply with his equal employment obligations or, unless, upon review, it is determined by the Director that substantial issues of law or fact exist as to the contractor's responsibility to the extent that a hearing is, in his sole judgment, required prior to a determination that the contractor is nonresponsible: *Provided*, That during any pre-award conferences every effort shall be made through the processes of conciliation, mediation and persuasion to develop an acceptable affirmative action program meeting the standards and guidelines set forth in §§ 60–2.10 through 60–2.32 so that, in the performance of his contract, the contractor is able to meet his equal employment obligations in accordance with the equal opportunity clause and applicable rules, regulations, and orders: *Provided further*, That when the contractor-bidder is declared nonresponsible more than once for inability to comply with the equal employment opportunity clause a notice setting a timely hearing date shall be issued concurrently with the second nonresponsibility determination in accordance with the provisions of § 60–1.26 proposing to declare such contractor-bidder ineligible for future contracts and subcontracts.

(c) Immediately upon finding that a contractor has no affirmative action program or that his program is not acceptable to the contracting officer, the compliance agency representative or the representative of the Office of Federal Contract Compliance, whichever has made such a finding, shall notify officials of the appropriate compliance agency and the Office of Federal Contract Compliance of such fact. The compliance agency shall issue a notice to the contractor giving him 30 days to show cause why enforcement proceedings under section 209(b) of Executive Order 11246, as amended, should not be instituted.

(1) If the contractor fails to show good cause for his failure or fails to remedy that failure by developing and implementing an acceptable affirmative action program within 30 days, the compliance agency, upon the approval of the

Director, shall immediately issue a notice of proposed cancellation or termination of existing contracts or subcontracts and debarment from future contracts and subcontracts pursuant to § 60–1.26(b), giving the contractor 10 days to request a hearing. If a request for hearing has not been received within 10 days from such notice, such contractor will be declared ineligible for future contracts and current contracts will be terminated for default.

(2) During the "show cause" period of 30 days every effort shall be made by the compliance agency through conciliation, mediation, and persuasion to resolve the deficiencies which led to the determination of nonresponsibility. If satisfactory adjustments designed to bring the contractor into compliance are not concluded, the compliance agency, with the prior approval of the Director, shall promptly commence formal proceedings leading to the cancellation or termination of existing contracts or subcontracts and debarment from future contracts and subcontracts under § 60-1.26(b) of this chapter.

(d) During the "show cause" period and formal proceedings, each contracting agency must continue to determine the contractor's responsibility in considering whether or not to award a new or additional contract.

Subpart B—Required Contents of Affirmative Action Programs

§ 60–2.10 Purpose of affirmative action program.

An affirmative action program is a set of specific and result-oriented procedures to which a contractor commits himself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women, and further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to increase materially the utilization of minorities and women, at all levels and in all segments of his work force where deficiencies exist.

§ 60–2.11 Required utilization analysis.

Based upon the Government's experience with compliance reviews under the Executive order programs and the contractor reporting system, minority groups are most likely to be underutilized in departments and jobs within departments that fall within the following Employer's Information Report (EEO-1) designations: officials and managers, professionals, technicians, sales workers, office and clerical and craftsmen (skilled). As categorized by the EEO-1 designations, women are likely to be underutilized in departments and jobs within departments as follows: officials and managers, professionals, technicians, sales workers (except over-the-counter sales in certain retail establishments), craftsmen (skilled and semi-skilled). Therefore, the contractor shall direct special attention to such jobs in his analysis and goal setting for minorities and women. Affirmative action programs must contain the following information:

(a) An analysis of all major job classifications at the facility, with explanation if minorities or women are currently being underutilized in any one or more job classifications (job "classification" herein meaning one or a group of jobs having similar content, wage rates and opportunities). "Underutilization" is defined as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability. In making the work force analysis, the contractor shall conduct such analysis separately for minorities and women.

(1) In determining whether minorities are being underutilized in any job classification the contractor will consider at least all of the following factors:

(i) The minority population of the labor area surrounding the facility;

(ii) The size of the minority unemployment force in the labor area surrounding the facility;

(iii) The percentage of the minority work force as compared with the total work force in the immediate labor area;

(iv) The general availability of minorities having requisite skills in the immediate labor area;

(v) The availability of minorities having requisite skills in an area in which the contractor can reasonably recruit;

(vi) The availability of promotable and transferable minorities within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to minorities.

(2) In determining whether women are being underutilized in any job classification, the contractor will consider at least all of the following factors:

(i) The size of the female unemployment force in the labor area surrounding the facility;

(ii) The percentage of the female workforce as compared with the total workforce in the immediate labor area;

(iii) The general availability of women having requisite skills in the immediate labor area;

(iv) The availability of women having requisite skills in an area in which the contractor can reasonably recruit;

(v) The availability of women seeking employment in the labor or recruitment area of the contractor;

(vi) The availability of promotable and transferable female employees within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to women.

§ 60–2.12 Establishment of goals and timetables.

(a) The goals and timetables developed by the contractor should be attainable in terms of the contractor's analysis of his deficiencies and his entire affirmative action program. Thus, in establishing the size of his goals and the length of his timetables, the contractor should consider the results which could reasonably be expected from his putting forth every good faith effort to make his overall affirmative action program work. In determining levels of goals, the contractor should consider at least the factors listed in § 60–2.11.

(b) Involve personnel relations staff, department and division heads, and local and unit managers in the goal setting process.

(c) Goals should be significant, measurable and attainable.

(d) Goals should be specific for planned results, with timetables for completion.

(e) Goals may not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.

(f) In establishing timetables to meet goals and commitments, the contractor will consider the anticipated expansion, contraction and turnover of and in the work force.

(g) Goals, timetables and affirmative action commitments must be designed to correct any identifiable deficiencies.

(h) Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the contractor shall establish and set forth specific goals and timetables separately for minorities and women.

(i) Such goals and timetables, with supporting data and the analysis thereof shall be a part of the contractor's written affirmative action program and shall be maintained at each establishment of the contractor.

(j) Where the contractor has not established a goal, his written affirmative action program must specifically analyze each of the factors listed in 60–2.11 and must detail his reason for a lack of a goal.

(k) In the event it comes to the attention of the compliance agency or the Office of Federal Contract Compliance that there is a substantial disparity in the utilization of a particular minority group or men or women of a particular minority group, the compliance agency or OFCC may require separate goals and timetables for such minority group and may further require, where appropriate, such goals and timetables by sex for such group for such job classifications and organizational units specified by the compliance agency or OFCC.

(l) Support data for the required analysis and program shall be compiled and maintained as part of the contractor's affirmative action program. This data will include but not be limited to progression line charts, seniority rosters, applicant flow data, and applicant rejection ratios indicating minority and sex status.

(m) Copies of affirmative action programs and/or copies of support data shall be made available to the compliance agency or the Office of Federal Contract Compliance, at the request of either, for such purposes as may be appropriate to the fulfillment of their responsibilities under Executive Order 11246, as amended.

§ 60–2.13 Additional required ingredients of affirmative action programs.

Effective affirmative action programs shall contain, but not necessarily be limited to, the following ingredients:

(a) Development or reaffirmation of the contractor's equal employment opportunity policy in all personnel actions.

(b) Formal internal and external dissemination of the contractor's policy.

(c) Establishment of responsibilities for implementation of the contractor's affirmative action program.

(d) Identification of problem areas (deficiencies) by organizational units and job classification.

(e) Establishment of goals and objectives by organizational units and job classification, including timetables for completion.

(f) Development and execution of action oriented programs designed to eliminate problems and further designed to attain established goals and objectives.

(g) Design and implementation of internal audit and reporting systems to measure effectiveness of the total program.

(h) Compliance or personnel policies and practices with the Sex Discrimination Guidelines (41 CFR Part 60–20).

(i) Active support of local and national community action programs and community service programs, designed to improve the employment opportunities of minorities and women.

(j) Consideration of minorities and women not currently in the workforce having requisite skills who can be recruited through affirmative action measures.

§ 60–2.14 Compliance status.

No contractor's compliance status shall be judged alone by whether or not he reaches his goals and meets his timetables. Rather, each contractor's compliance posture shall be reviewed and determined by reviewing the contents of his program, the extent of his adherence to this program, and his good faith efforts to make his program work toward the realization of the program's goals within the timetables set for completion. There follows an outline of examples of procedures that contractors and Federal agencies should use as a guideline for establishing, implementing, and judging an acceptable affirmative action program.

Subpart C—Methods of Implementing the Requirements of Subpart B

§ 60–2.20 Development or reaffirmation of the equal employment opportunity policy.

(a) The contractor's policy statement should indicate the chief executive officers' attitude on the subject matter, assign overall responsibility and provide for a reporting and monitoring procedure. Specific items to be mentioned should include, but not limited to:

(1) Recruit, hire, train, and promote persons in all job classifications, without regard to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. (The term "bona fide occupational qualification" has been construed very narrowly under the Civil Rights Act of 1964. Under Executive Order 11246 as amended and this part, this term will be construed in the same manner.)

(2) Base decisions on employment so as to further the principle of equal employment opportunity.

(3) Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

(4) Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, or national origin.

§ 60–2.21 Dissemination of the policy.

(a) The contractor should disseminate his policy internally as follows:

(1) Include it in contractor's policy manual.

(2) Publicize it in company newspaper, magazine, annual report and other media.

(3) Conduct special meetings with executive, management, and supervisory personnel to explain intent of policy and individual responsibility for effective implementation, making clear the chief executive officer's attitude.

(4) Schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities.

(5) Discuss the policy thoroughly in both employee orientation and management training programs.

(6) Meet with union officials to inform them of policy, and request their cooperation.

(7) Include nondiscrimination clauses in all union agreements, and review all contractual provisions to ensure they are nondiscriminatory.

(8) Publish articles covering EEO programs, progress reports, promotions, etc., of minority and female employees, in company publications.

(9) Post the policy on company bulletin boards.

(10) When employees are featured in product or consumer advertising, employee handbooks or similar publications both minority and nonminority, men and women should be pictured.

(11) Communicate to employees the existence of the contractors affirmative action program and make available such elements of his program as will enable such employees to know of and avail themselves of its benefits.

(b) The contractor should disseminate his policy externally as follows:

(1) Inform all recruiting sources verbally and in writing of company policy, stipulating that these sources actively recruit and refer minorities and women for all positions listed.

(2) Incorporate the Equal Opportunity clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and its implementing regulations.

(3) Notify minority and women's organizations, community agencies, community leaders, secondary schools and colleges, of company policy, preferably in writing.

(4) Communicate to prospective employees the existence of the contractor's affirmative action program and make available such elements of his program as will enable such prospective employees to know of and avail themselves of its benefits.

(5) When employees are pictured in consumer or help wanted advertising, both minorities and nonminority men and women should be shown.

(6) Send written notification of company policy to all subcontractors, vendors and suppliers requesting appropriate action on their part.

§ 60–2.22 Responsibility for implementation.

(a) An executive of the contractor should be appointed as director or manager of company Equal Opportunity Programs. Depending upon the size and geographical alignment of the company, this may be his or her sole responsibility. He or she should be given the necessary top management support and staffing to execute the assignment. His or her identity should appear on all internal and external communications on the company's Equal Opportunity Programs. His or her responsibilities should include, but not necessarily be limited to:

(1) Developing policy statements, affirmative action programs, internal and external communication techniques.

(2) Assisting in the identification of problem areas.

(3) Assisting line management in arriving at solutions to problems.

(4) Designing and implementing audit and reporting systems that will:

(i) Measure effectiveness of the contractor's programs.

(ii) Indicate need for remedial action.

(iii) Determine the degree to which the contractor's goals and objectives have been attained.

(5) Serve as liaison between the contractor and enforcement agencies.

(6) Serve as liaison between the contractor and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women.

(7) Keep management informed of latest developments in the entire equal opportunity area.

(b) Line responsibilities should include, but not be limited to, the following:

(1) Assistance in the identification of problem areas and establishment of local and unit goals and objectives.

(2) Active involvement with local minority organizations, women's organizations, community action groups and community service programs.

(3) Periodic audit of training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

(4) Regular discussions with local managers, supervisors and employees to be certain the contractor's policies are being followed.

(5) Review of the qualifications of all employees to insure that minorities and women are given full opportunities for transfers and promotions.

(6) Career counseling for all employees.

(7) Periodic audit to insure that each location is in compliance in area such as:

(i) Posters are properly displayed.

(ii) All facilities, including company housing, which the contractor maintains for the use and benefit of his employees, are in fact desegregated, both in policy and use. If the contractor provides facilities such as dormitories, locker rooms and rest rooms, they must be comparable for both sexes.

(iii) Minority and female employees are afforded a full opportunity and are encouraged to participate in all company sponsored educational, training, recreational and social activities.

(8) Supervisors should be made to understand that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria.

(9) It shall be a responsibility of supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

§ 60–2.23 Identification of problem areas by organizational units and job classifications.

(a) An in-depth analysis of the following should be made, paying particular attention to trainees and those categories listed in § 60–2.11(d).

(1) Composition of the work force by minority group status and sex.

(2) Composition of applicant flow by minority group status and sex.

(3) The total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, test administration, test validity, referral procedures, final selection process, and similar factors.

(4) Transfer and promotion practices.

(5) Facilities, company sponsored recreation and social events, and special programs such as educational assistance.

(6) Seniority practices and seniority provisions of union contracts.

(7) Apprenticeship programs.

(8) All company training programs, formal and informal.

(9) Work force attitude.

(10) Technical phases of compliance, such as poster and notification to labor unions, retention of applications, notification to subcontractors, etc.

(b) If any of the following items are found in the analysis, special corrective action should be appropriate.

(1) An "underutilization" of minorities or women in specific work classifications.

(2) Lateral and/or vertical movement of minority or female employees occurring at a lesser rate (compared to work force mix) than that of nonminority or male employees.

(3) The selection process eliminates a significantly higher percentage of minorities or women than nonminorities or men.

(4) Application and related preemployment forms not in compliance with Federal legislation.

(5) Position descriptions inaccurate in relation to actual functions and duties.

(6) Tests and other selection techniques not validated as required by the OFCC Order on Employee Testing and other Selection Procedures.

(7) Test forms not validated by location, work performance and inclusion of minorities and women in sample.

(8) Referral ratio of minorities or women to the hiring supervisor or manager indicates a significantly higher percentage are being rejected as compared to nonminority and male applicants.

(9) Minorities or women are excluded from or are not participating in company sponsored activities or programs.

(10) De facto segregation still exists at some facilities.

(11) Seniority provisions contribute to overt or inadvertent discrimination, i.e., a disparity by minority group status or sex exists between length of service and types of job held.

(12) Nonsupport of company policy by managers, supervisors or employees.

(13) Minorities or women underutilized or significantly underrepresented in training or career improvement programs.

(14) No formal techniques established for evaluating effectiveness of EEO programs.

(15) Lack of access to suitable housing inhibits recruitment efforts and employment of qualified minorities.

(16) Lack of suitable transportation (public or private) to the work place inhibits minority employment.

(17) Labor unions and subcontractors not notified of their responsibilities.

(18) Purchase orders do not contain EEO clause.

(19) Posters not on display.

§ 60–2.24 Development and execution of programs.

(a) The contractor should conduct detailed analyses of position descriptions to insure that they accurately reflect position functions, and are consistent for the same position from one location to another.

(b) The contractor should validate worker specifications by division, department, location or other organizational unit and by job category using job performance criteria. Special attention should be given to academic, experience and skill requirements to insure that the requirements in themselves do not constitute inadvertent discrimination. Specifications should be consistent for the same job classification in all locations and should be free from bias as regards to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. Where requirements screen out a disproportionate number of minorities or women such requirements should be professionally validated to job performance.

(c) Approved position descriptions and worker specifications, when used by the contractor, should be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies should also be distributed to all recruiting sources.

(d) The contractor should evaluate the total selection process to insure freedom from bias and, thus, aid the attainment of goals and objectives.

(1) All personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes should be carefully selected and trained to insure elimination of bias in all personnel actions.

(2) The contractor shall observe the requirements of the OFCC Order pertaining to the validation of employee tests and other selection procedures.

(3) Selection techniques other than tests may also be improperly used so as to have the effect of discriminating against minority groups and women. Such techniques include but are not restricted to, unscored interviews, unscored or casual application forms, arrest records, credit checks, considerations of marital status or dependency or minor children. Where there exist data suggesting that such unfair discrimination or exclusion of minorities or women exists, the contractor should analyze his unscored procedures and eliminate them if they are not objectively valid.

(e) Suggested techniques to improve recruitment and increase the flow of minority or female applicants follow:

(1) Certain organizations such as the Urban League, Job Corps, Equal Opportunity Programs, Inc., Concentrated Employment Programs, Neighborhood Youth Corps, Secondary Schools, Colleges, and City Colleges with high minority enrollment, the State Employment Service, specialized employment agencies, Aspira, LULAC, SER, the G.I. Forum, the Commonwealth of Puerto Rico are normally prepared to refer minority applicants. Organizations prepared to refer women with specific skills are: National Organization for Women, Welfare Rights Organizations, Women's Equity Action League, Talent Bank from Business and Professional Women (including 26 women's organizations), Professional Women's Caucus, Intercollegiate Association of University Women, Negro Women's sororities and service

groups such as Delta Sigma Theta, Alpha Kappa Alpha, and Zeta Phi Beta; National Council of Negro Women, American Association of University Women, YWCA, and sectarian groups such as Jewish Women's Groups, Catholic Women's Groups and Protestant Women's Groups, and women's colleges. In addition, community leaders as individuals shall be added to recruiting sources.

(2) Formal briefing sessions should be held, preferably on company premises, with representatives from these recruiting sources. Plant tours, presentations by minority and female employees, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the company's selection process, and recruiting literature should be an integral part of the briefings. Formal arrangements should be made for referral of applicants, followup with sources, and feedback on disposition of applicants.

(3) Minority and female employees, using procedures similar to subparagraph (2) of this paragraph, should be actively encouraged to refer applicants.

(4) A special effort should be made to include minorities and women on the Personnel Relations staff.

(5) Minority and female employees should be made available for participation in Career Days, Youth Motivation Programs, and related activities in their communities.

(6) Active participation in "Job Fairs" is desirable. Company representatives so participating should be given authority to make on-the-spot commitments.

(7) Active recruiting programs should be carried out at secondary schools, junior colleges, and colleges with predominant minority or female enrollments.

(8) Recruiting efforts at all schools should incorporate special efforts to reach minorities and women.

(9) Special employment programs should be undertaken whenever possible. Some possible programs are:

(i) Technical and nontechnical co-op programs with predominately Negro and women's colleges.

(ii) "After school" and/or work-study jobs for minority youths, male and females.

(iii) Summer jobs for underprivileged youth, male and female.

(iv) Summer work-study programs for male and female faculty members of the predominantly minority schools and colleges.

(v) Motivation, training and employment programs for the hard-core unemployed, male and female.

(10) When recruiting brochures pictorially present work situations, the minority and female members of the work force should be included, especially when such brochures are used in school and career programs.

(11) Help wanted advertising should be expanded to include the minority news media and women's interest media on a regular basis.

(f) The contractor should insure that minority and female employees are given equal opportunity for promotion. Suggestions for achieving this result include:

(1) Post or otherwise announce promotional opportunities.

(2) Make an inventory of current minority and female employees to determine academic, skill and experience level of individual employees.

(3) Initiate necessary remedial, job training and workstudy programs.

(4) Develop and implement formal employee evaluation programs.

(5) Make certain "worker specifications" have been validated on job performance related criteria. (Neither minority nor female employees should be required to possess higher qualifications than those of the lowest qualified incumbent.)

(6) When apparently qualified minority or female employees are passed over for upgrading, require supervisory personnel to submit written justification.

(7) Establish formal career counseling programs to include attitude development, education aid, job rotation, buddy system and similar programs.

(8) Review seniority practices and seniority clauses in union contracts to insure such practices or clauses are nondiscriminatory and do not have a discriminatory effect.

(g) Make certain facilities and company-sponsored social and recreation activities are desegregated. Actively encourage all employees to participate.

(h) Encourage child care, housing and transportation programs appropriately designed to improve the employment opportunities for minorities and women.

§ 60–2.25 Internal audit and reporting systems.

(a) The contractor should monitor records of referrals, placements, transfers, promotions and terminations at all levels to insure nondiscriminatory policy is carried out.

(b) The contractor should require formal reports from unit managers on a schedule basis as to degree to which corporate or unit goals are attained and timetables met.

(c) The contractor should review report results with all levels of management.

(d) The contractor should advise top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

§ 60–2.26 Support of action programs.

(a) The contractor should appoint key members of management to serve on Merit Employment Councils, Community Relations Boards and similar organizations.

(b) The contractor should encourage minority and female employees to participate actively in National Alliance of Businessmen programs for youth motivation.

(c) The contractor should support Vocational Guidance Institutes, Vestibule Training Programs and similar activities.

(d) The contractor should assist secondary schools and colleges in programs designed to enable minority and female graduates of these institutions to compete in the open employment market on a more equitable basis.

(e) The contractor should publicize achievements of minority and female employees in local and minority news media.

(f) The contractor should support programs developed by such organizations as National Alliance of Businessmen, the Urban Coalition and other organizations concerned with employment opportunities for minorities or women.

Subpart D—Miscellaneous

§ 60–2.30 Use of goals.

The purpose of a contractor's establishment and use of goals is to insure that he meet his affirmative action obligation. It is not intended and should not be used to discriminate against any applicant or employee because of race, color, religion, sex, or national origin.

§ 60–2.31 Preemption.

To the extent that any State or local laws, regulations or ordinances, including those which grant special benefits to persons on account of sex, are in conflict with Executive Order 11246, as amended, or with the requirements of this part, we will regard them as preempted under the Executive order.

§ 60–2.32 Supersedure.

All orders, instructions, regulations, and memoranda of the Secretary of Labor, other officials of the Department of Labor and contracting agencies are hereby superseded to the extent that they are inconsistent herewith, including a previous "Order No. 4" from this Office dated January 30, 1970. Nothing in this part is intended to amend 41 CFR 60–3 published in the FEDERAL REGISTER on October 2, 1971 or Employee Testing and Other Selection Procedures or 41 CFR 60–20 on Sex Discrimination Guidelines.

Effective date. This part shall become effective on the date of its publication in the FEDERAL REGISTER (12–4–71).

Signed at Washington, D.C., this 1st day of December 1971.

J. D. HODGSON,
Secretary of Labor.

HORACE E. MENASCO,
Acting Assistant Secretary for Employment Standards.

JOHN L. WILKS,
Director, Office of Federal Contract Compliance.

[FR Doc.71–17789 Filed 12–3–71;8:51 am]

BNA's Daily Reporter System
DAILY LABOR REPORT

FULL TEXT SECTION

1-31-73 (No. 21) D-1

REVISED ORDER NO. 14 ESTABLISHING NEW STANDARDIZED CONTRACTOR EVALUATION PROCEDURES FOR NONCONSTRUCTION CONTRACTORS (OFFICIAL TEXT)

U. S. DEPARTMENT OF LABOR
Office of the Secretary
Washington

ORDER NO. 14 (Revised)

TO: HEADS OF ALL AGENCIES

FROM: Secretary of Labor

SUBJECT: Establishment of New Standardized Contractor Evaluation Procedures for Nonconstruction Contractors

1. Purpose:
To establish new, standardized contractor evaluation procedures.

2. Background:
(a) Each prime contractor or subcontractor with 50 or more employees and a contract of $50,000 or more is required to develop a written affirmative action program for each of its establishments. (41 CFR 60-1.40)

(b) The analysis must relate to all major job classifications at each facility to which the AAP pertains, with explanations if minorities or women are currently being underutilized in any job classification. (41 CFR 60-2.11, 60-2.33)

(c) An acceptable affirmation action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women and, further, where deficiencies exist, goals and timetables to which the contractor's good faith efforts must be directed and, thus to increase materially the utilization of minorities and women at all levels and in all segments of his work force. (41 CFR 60-2.10)

3. Action:
(a) A contractor evaluation should proceed in two basic steps: (i) an off-site review of the contractor's affirmative action program and utilization analysis, using the enclosed Contractor Evaluation Checklist (Attachment A) as a worksheet; and (ii) where necessary, an on-site discussion and review of those matters which are not fully or satisfactorily addressed in the affirmative action plan and utilization analysis using the enclosed On-site Review Guidelines (Attachment B) as a worksheet.

Using approved methods of priority selection, compliance agencies shall routinely request from Federal contractors within their jurisdiction Affirmative Action Programs including the required analysis and support data, as provided in the enclosed sample notification letter. Any other letter conforming to your agency procedures under Order 14 may be used. As used throughout this Order, the term "Affirmative Action Plan (AAP) and supporting documentation" includes:

(i) A copy of the constractor's last EEO-1 Report.

(ii) The contractor's most recent workforce statistics available by major job classification and by race and sex.

(iii) The contractor's evaluation of the inside and outside workforce availability as outlined in 41 CFR 60-2.11.

(iv) Identification of areas of under-utilization and establishment of goals and timetables to correct any deficiencies together with a plan of action to achieve such goals and timetables.

(v) Assessment of the contractor's current workforce to identify affected class situations and plans to correct such identified situations. (This may be submitted as part of the contractor's AAP or as a separate document. In either case, as discussed below, it will be received in confidence by the compliance officer and returned to the contractor, without having been duplicated, at the conclusion of the review.)

(vi) Information relative to:

-- The reaffirmation of the contractor's EEO policy.

-- Dissemination and implementation of the policy.

-- A description of the contractor's internal audit reporting systems.

-- Substantiation of the compliance of the contractor's personnel policies and practices with the Sex Discrimination Guidelines (41 CFR 60-20).

-- Description of the contractor's support of community action programs.

-- Substantiation of the contractor's consideration of minorities and women not currently in the workforce having requisite skills.

(vii) Summary data on applicant flow, hires, terminations, promotions, and training for the last 6 months or the last 100 applicants, hires, etc., whichever is less.

In any letter utilized to obtain data for off-site review, you may only request the affirmative action program including the required analysis and support data. Contractors are free to respond to this according to their current procedures under Order No. 4. This first letter is not to contain a request for specific items or for formats unless the compliance officer affirmatively determines that a particular item is necessary for this particular establishment. The off-site review must include Part A of the contractor evaluation checklist. This consists of data absolutely essential to a determination of the acceptability of the contractor AAP. The agency may complete Part B of the Contractor Evaluation Checklist or decide to have such material for an on-site review where appropriate.

(b) If it is determined that the contractor's analysis is inadequate within the meaning of Executive Order 11246, as amended, and implementing rules, regulations and orders, the compliance officer shall notify the contractor of that fact and request appropriate additional information. If the contractor fails to meet this request within 30 days, a show cause notice will be issued. If the contractor fails to complete an adequate analysis, the enforcement procedures specified in OFCC Order 4, 41 CFR 60-2.2 (c) shall be applicable.

Such requests need not be limited only to those establishments already determined for a possible on-site investigation. Contractors who have received agreement with their respective compliance agencies on nationwide AAP formats or on frequency of updating statistics may continue to do so. Where on-site investigations are considered appropriate, a second letter advising the contractor of this judgment should be sent.

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Published by THE BUREAU OF NATIONAL AFFAIRS, INC., WASHINGTON, D.C. 20037

They shall be conducted as soon as practicable at a time agreeable to the agency and the contractor, but no later than 45 days from the time of the request for the Affirmative Action Plan and supporting data.

After reviewing the Affirmative Action Program and supporting data, the compliance agency will make a determination as to whether or not an on-site visit is appropriate. The attachments hereto afford guidance as to the methodology to be followed. After analysis of the Affirmative Action Plan and supporting data and prior to the actual on-site visit, additional data necessary to complete the Contractor Evaluation Checklist (Attachment A) may be requested.

Following receipt of the above information, data should be analyzed along with any files available relative to previous compliance reviews and complaint investigations. The appropriate office of the Equal Employment Opportunity Commission and state and city agencies should be consulted for the status of any current charges.

To aid in the analysis, much material is available and continuously being developed by the Bureau of the Census, Bureau of Labor Statistics, Bureau of Employment Security, Chamber of Commerce and many other resources which should be part of a reference library in all contract compliance offices.

In the interests of an expenditious off-site review, the agency may limit its request to those parts of the contractor's AAP and supporting data necessary to complete Part A of the Contractor Evaluation Checklist. This consists of data absolutely essential to a determination of the acceptability of the contractor's AAP.

If the agency desires to do a more thorough off-site review, it may also request the additional data necessary to complete Part B of the Contractor Evaluation Checklist or it may decide to leave such material to an on-site review where appropriate.

If the contractor fails to provide the material requested within 30 days of the request, a show cause notice is to be issued and a determination of non-responsibility may be made by the contracting officer pursuant to 41 CFR 60-2.2.

(c) If it is determined that the contractor's AAP and supporting data are insufficient to satisfactorily respond to the Contractor Evaluation Checklist (either Part A or B, or both), the compliance officer shall notify the contractor of that fact and request such additional information as the compliance officer needs to complete the checklist. If the contractor fails to meet this request within 30 days, other than (i) because of a claim of confidentiality as discussed below, or (ii) because the type or volume of data requested is best reviewed on site, a show cause notice will be issued and a determination of non-responsibility may be made by the contracting officer.

(d) The failure to develop an acceptable affirmative action program as required in 41 CFR Parts 60-1 and 60-2 or the substantial deviation from a previously approved AAP constitute the only grounds upon which a summary determination of non-responsibility may be made. See 41 CFR § 60-2.2; Sec. 718 of Title VII, as amended. Other allegations of non-compliance with Executive Order 11246 (as amended) and its implementing rules and regulations may give rise to the imposition of sanctions against a contractor only after the procedures in 41 CFR § 60-1.26 have been followed.

(e) Following an audit of the affirmative action plan and supporting documentation, the agency must make a determination as to whether or not an on-site review of the establishment is appropriate. If a decision is made to schedule an on-site review, a second letter advising the contractor of this judgment must be sent (Attachment C, Letter II).

If a decision is made not to schedule a review, the contractor must be so informed (Attachment C, Letter I). At the same time, the agency should also inform the contractor that his affirmative action plan has been found acceptable without the necessity for an on-site review. No other determination of compliance status can be made without the additional analysis and investigation of an on-site review. However, an on-site review conducted within the previous 12 months may serve as the basis for a compliance certification as set forth in 41 CFR 60-1. 20 (d). Whenever possible, the compliance officer should then outline problems highlighted during the desk audit or state that no major problems were raised.

If an on-site review is necessary, additional data keyed to the deficiencies observed in the contractor's AAP and the Contractor Evaluation Checklist will be needed during the on-site review process in order to make a determination of compliance with the Executive Order.

Each agency is authorized to request from specific contractors such advance information which could reasonably be supplied prior to the actual on-site visit. However, the contractor should be requested to furnish only the specific items of information which the compliance officer affirmatively determines are:

1. Necessary for conducting the review and completing the Standard Compliance Review Report;
2. Not contained in the material submitted by the contractor;
3. Not available or able to be derived from other material submitted by the contractor.

The items requested should provide the compliance officer with the information he or she needs for the review. However, no information may be requested unless the three criteria above are met. In some cases needed information is best made available on the site. In those cases, the contractor should be advised to have the information ready for the on-site review.

This additional data should be such that could be adequately analyzed in the agency's office in order to expedite the actual visit to the facility. In all cases, if and only if the issue addressed is one which is appropriate to the industry and contractor site being visited, the kind of data which is identified in the On-Site Review Guidelines as being necessary for specific portions of the investigative process, must be requested and analyzed, either prior to the visit, or on-site if not supplied in the Affirmative Action Program or available from other contractor supplied information. Certain data is noted in the On-Site Review Guidelines as being necessary for proper analysis of specific issues. Where the decision is made to reserve the analysis of the data pending the on-site visit, the contractor should be informed reasonably ahead of the scheduled visit as to what information will be required during the review, so that he may have the pertinent data available for the compliance officer at that time.

In order to pursue certain issues uncovered in the compliance review, it may be necessary for the compliance officer to request certain additional information on-site even though such data have not been previously identified. Such additional information must also meet the above criteria.

There is no specific format for the second letter, and the compliance officers may use any form which conforms to their particular needs and to the specific industry and contractor establishment being reviewed. In no case shall a determination of compliance status be made without an on-site visit.

4. Disclosure and Review of Contractor Data:

(a) Confidential information such as lists of employees, employee names, pay data, reason for termination, may properly be excluded by the contractor from material submitted prior to an on-site visit if the contractor is concerned with the confidentiality of such data.

In all cases, compliance officers must be permitted access to data needed to complete the on-site visit consistent with the On-Site Review Guidelines.

(b) Review and disclosure of data should be governed by three basic principles:

(i) The contractor must provide full access to data on-site, as required by 41 CFR 60-1.43, unless he shows that data sought to be reviewed is not pertinent to compliance with the Executive Order.

(ii) Only summary data of a non-sensitive nature should be provided for review off-site, unless the agency is able to show after on-site review that he requires further detailed data off-site in order to conduct an effective review, or for purposes of enforcement.

(iii) Contractor data which is particularly sensitive (names, rates of pay, reasons for termination, etc.) should be limited to on-site review.

Whenever it is determined that detailed data is to be taken off-site, the contractor may protect the confidentiality of such data as follows:

(i) The contractor and the agency may agree that the data is to be considered on loan to the compliance agency for purposes of the review and the data is not to be considered in the custody of the agency.

(ii) The data shall be returned to the contractor whenever the agency concludes that the contractor is in compliance or the enforcement procedure concludes.

Disputes between the agency and the contractor over the right of access to data, the extent of data to be provided off-site, or the treatment of company sensitive data should be referred to the Office of the Solicitor of the Department of Labor for a ruling.

(c) Corrective Action Programs directed at identified affected class situations, whether separately documented or prepared as part of an affirmative action program, shall remain the sole property of the contractor whether surrendered to the agency on or off premises for review. Such programs should not be duplicated by the agency and shall be returned intact to the contractor immediately following but not until a determination that they are no longer necessary in connection with a review of the contractor's EEO posture. Contractors should be told that the contents of their Corrective Action Program will be regarded at all times as having been received in confidence and its contents shall not be disclosed except as required during proceedings instituted pursuant to OFCC regulations 41 CFR §60-1.26.

5. Employee interviews:

The compliance officer may request, where appropriate, that the contractor make available a reasonable number of selected minority or women employees for interviews to assist in a determination of whether employees are being fairly treated by the contractor or whether such employees believe they are being or have been unlawfully discriminated against in initial placement, subsequent upgrading or promotion, or other terms and conditions of employment. The number, scope and manner of conducting such interviews should be discussed in advance with the contractor. If the contractor appears reluctant to interviews on the job, or for other reasons, the compliance officer should conduct such interviews off the premises.

6. Post Review Analysis:

(a) Summary of Deficiencies

(i) List deficiencies if any noted in the previous on-site review and any corrective actions that have ensued.

(ii) List any general deficiencies of the contractor's affirmative action programs.

(iii) List current specific deficiencies if any as determined through the on-site review.

(b) Discussion of Remedies

Deficiencies requiring more than obvious simple corrective actions should be discussed with the contractor. For example, matters affecting any relief required for victims of discrimination, e.g., seniority system modifications where appropriate, etc.; should be carefully reviewed with the contractor and reduced to writing.

7. Contractor Notification and Conciliation:

Upon completion of the on-site review, the compliance officer should schedule an exit conference with contractor officials to review, to the extent possible, the findings from the review. Unless the review is of a very small facility with few and minor deficiencies uncovered, an exit conference should not try to itemize all deficiencies until the post review analysis is completed. Upon completion of the post review analysis, the findings of the review and the list of deficiencies or recommendations shall be submitted to the contractor in writing and if practicable, delivered in person to lay the foundation for any necessary conciliation of efforts. Should the contractor disagree with the findings of the review or feel that he is unable to comply, he may request a conciliation meeting which shall be scheduled by the agency as soon as practical, but may not be used to delay enforcement of the Executive Order.

The contractor may at any time avail himself of the provisions of 41 CFR § 60-1.24(c) (4) which provides as follows:

"When a prime contractor or subcontractor, without a hearing, shall have complied with the recommendations or orders of an agency or the Director and believes such recommendations or orders to be erroneous, he shall, upon filing a request therefor within ten days of such compliance, be afforded an opportunity for a hearing and review of the alleged erroneous action by the agency or the Director."

8. Time Schedule for Completion:

Within 45 days from the date of the actual initiation of the on-site investigation, if one is conducted, or any extention of such period granted by the compliance agency for good cause, including an opportunity for the contractor to avail himself of conciliation as above, the contractor must either be found in compliance by the compliance agency, or must have been issued a 30-day show cause notice as required under the rules and regulations pursuant to the Executive Order.

During this period, the compliance agency is obligated to:

1. Complete the on-site review.
2. Notify the contractor of any deficiencies found or recommendations (see above).
3. Undertake any initial conciliation or clarification discussions with the contractor that may be appropriate.
4. Notify the contractor of compliance or issue a 30-day show cause order.
5. Complete and forward the Coding Sheet to OFCC.

A contractor's affirmative action plan may be accepted only after the Coding Sheet has been forwarded to OFCC.

Before each on-site compliance review the compliance officer will complete the Coding Sheet as indicated. During and after the on-site visit the remainder of the Coding Sheet will be completed. All completed Coding Sheets will be forwarded to the Director, OFCC. No compliance review can be considered complete until the Coding Sheet is forwarded to OFCC, and Monthly Reports to OFCC will reflect that fact. In addition, all Coding Sheets are to be forwarded to OFCC within 45 days after an on-site visit.

Attachments

SAMPLE LETTER -- NOTIFICATION OF COMPLIANCE AUDIT

Dear Contractor:

Your facility located at _____ has been selected for a desk audit regarding the requirements of Executive Order 11246, as amended, and OFCC Regulations 41 CFR Parts 60-1 and 60-2. This review will consist of an off-site review of your Affirmative Action Program (AAP) and the supporting data described below as required pursuant to OFCC Order No. 4, 41 CFR Part 60-2.

Following this audit, it may be necessary to request additional data from your office and/or to schedule your facility for an on-site compliance review. If it is determined that an on-site review is necessary, you will be contacted as soon as practicable, but no later than 45 days from our receipt of your AAP as to the substance of the review and to schedule a mutually acceptable time for such review. If it is determined that your AAP is acceptable, you will be so notified within 45 days of our receipt of your AAP.

Contents of an acceptable affirmative action program and supporting data are outlined in 41 CFR §§60-2.11, 60-2.12 and 60-2.13 and should include:

1. A copy of your last EEO-1 Report.

2. Your most recent workforce statistics availby major job classification and by race and sex.

3. The evaluation of the inside and outside workforce availability as outlined in 60-2.11.

4. Identification of areas of underutilization and establishment of goals and timetables to correct any deficiencies together with a plan of action to achieve these goals and timetables.

5. Assessment of your current workforce to identify affected class situations and plans to correct those identified situations. (This may be submitted as part of your AAP or as a separate document. In either case, it will be received in confidence and will be returned to you, without having been duplicated, at the conclusion of this matter.)

6. Summary data, on applicant flow, hires, terminations, promotions, and training must be provided for the last six (6) months or the last 100 applicants, hires, etc., whichever is less.

7. */ Information relative to:

-- The reaffirmation of your EEO policy.

-- How you disseminate and implement the policy.

-- The description of your internal audit and reporting systems.

-- Substantiation of the compliance of your personnel policies and practices with the Sex Discrimination Guidelines (41 CFR 60-20).

-- Description of your support of community action programs.

-- Substantiation of your consideration of minorities and women not currently in the workforce having requisite skills, e.g., communications with known sources of referral for minorities and women.

Please submit the foregoing data to _____ within thirty (30) days of the date of this letter. Failure to comply with this request will result in the issuance of a show cause letter pursuant to 41 CFR 60-1.28 and may also give rise to a determination of non-responsibility pursuant to 41 CFR 60-2.2. If there are any questions relative to this matter, you may contact _____, telephone number _____.

_____
(Agency Representative)

- - - - - -

*/ Question 7 is optional, to be used if compliance agency needs data to complete Part 3 of the Contractor Evaluation checklist.

CONTRACTOR EVALUATION CHECKLIST
(Offsite Review - AAP and Supporting Data)

Name of Contractor _____
Address of Contractor _____
Date Letter Sent Requesting AAP _____
Date Receipt of AAP _____
Type of Review (Pre-Award, Post Award, Follow-Up Complaint) _____
Name and Telephone Number of Contractor EO Officer

PART A - Essential Data

A. Section 60-2.11, Required Utilization Analysis

The requirements of Section 60-2.11 are as follows:

(a) An analysis of all major job classifications at the facility, with explanation if minorities or women are currently being underutilized in any one or more job classifications (job "classification" herein meaning one or a group of jobs having similar content, wage rates and opportunities). "Underutilization" is defined as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability. In making the work force analysis, the contractor shall conduct such analysis separately for minorities and women.

(1) In determining whether minorities are being underutilized in any job classification the contractor will consider at least all of the following factors:

(i) The minority population of the labor area surrounding the facility;

(ii) The size of the minority unemployment force in the labor area surrounding the facility;

(iii) The percentage of the minority work force as compared with the total work force in the immediate labor area;

(iv) The general availability of minorities having requisite skills in the immediate labor area;

(v) The availability of minorities having requisite skills in an area in which the contractor can reasonably recruit;

(vi) The availability of promotable and transferable minorities within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to minorities.

(2) In determining whether women are being underutilized in any job classification, the contractor will consider at least all of the following factors:

(i) The size of the female unemployment force in the labor area surrounding the facility;

(ii) The percentage of the female work force as compared with the total work force in the immediate labor area;

(iii) The general availability of women having requisite skills in the immediate labor area;

(iv) The availability of women having requisite skills in an area in which the contractor can reasonably recruit;

(v) The availability of women seeking employment in the labor or recruitment area of the contractor;

(vi) The availability of promotable and transferable female employees within the contractor's organization;

(vii) The existence of training institutions capable of training persons in the requisite skills; and

(viii) The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to women.

		Yes*/	No*/	Unknown**/
1. a.	Is there a utilization analysis for minorities?	___	___	___
b.	Does it consider the points itemized in Section 60-2.11 (a) (1)?	___	___	___
c.	Describe any deficiencies with the analysis.	___	___	___

*/ If question is not applicable to the contractor, note N/A.

**/ Where information needed to complete this checklist is unavailable, use this column.

The Complaiance Officer should use a narrative in addition to this checklist approach whenever necessary to adequately respond to the following inquiries.

		Yes	No	Unknown
2. a.	Is there a utilization analysis for women?	___	___	___
b.	Does it consider the points itemized in Section 60-2.11 (a) (2)?	___	___	___
c.	Describe any deficiencies with the analysis.	___		

B. Section 60-2.12, Establishment of Goals and Timetables

1.	Are the goals the contractor has set significant and attainable?	___	___
2.	Will the goals correct deficiencies?	___	___
3.	Are there separate goals and timetables for minorities and women to the extent required by Section 60-2.10?	___	___
4.	Has the contractor provided all evidence requested to demonstrate that all levels of of management have been involved in the goal setting process?	___	___
5.	Has the contractor considered the expansion, contraction and turnover of the work force in developing its goals and timetables?	___	___
6.	If the contractor has not established a goal, does his AAP analyze the factors in Section 60-2.11?	___	___

C. Section 60-2.23, Identification of Problem Areas

1. Complete the following:

a. Describe goal setting method used by contractor.

b. Review the contractor's degree of attainment of his current affirmative action plan goals and note any problems.

c. Complete Table Q of the Coding Sheet. If an on-site review is to be conducted, Table Q may be left until the on-site review, but suitable worksheets should now be developed.

Listing of Major*/ Job Classifications	AAP Goal	End of Last Period	Current	Percent of Goal Attained
Official/Manager	___	___	___	___
Professional	___	___	___	___
Technician	___	___	___	___
Sales Worker	___	___	___	___
Office/Clerical	___	___	___	___
Craftsman	___	___	___	___
Operative	___	___	___	___
Laborer	___	___	___	___
Service Worker	___	___	___	___
Total	___	___	___	___

*/ These would be subdivided into groupings of common job classifications, earnings ranges or common skill groups for each category.

c. Female Representation Table (express as percentages)

Listing of Major*/ Job Classifications	AAP Goal	End of Last Period	Current	Percent of Goal Attained
Official/Manager	___	___	___	___
Professional	___	___	___	___
Technician	___	___	___	___
Sales Worker	___	___	___	___
Office/Clerical	___	___	___	___
Craftsman	___	___	___	___
Operative	___	___	___	___
Laborer	___	___	___	___
Service Worker	___	___	___	___
Total	___	___	___	___

		Yes	No	Unknown
2.	What is the percent of minority applicants?	___	___	___
3.	What is the availability of minorities in the local work force expressed as a percentage of the local work force?	___	___	___
4.	What is the percent of female applicants?	___	___	___
5.	What is the availability of women in the local work force expressed as a percentage?	___	___	___
6.	Are there written job descriptions?	___	___	___
7.	Does your review of the application form indicate any problem?	___	___	___
8.	Have all tests that are used been validated to the extent required by the OFCC Testing Order?	___	___	___
9. a.	What percent of hires by major job classification have been minority?	___		

*/ These would be subdivided into groupings of common job classifications, earnings ranges or common skill groups for each category.

	Yes	No	Unknown
b. Is this improving the utilization condition for underutilized areas?	___	___	___
10. a. What percent of hires by major job classifications have been women?			
b. Is this improving the utilization condition for underutilized areas?	___	___	___
11. What percent of total promotions have been minority?			
12. Is this equal to or greater than the percent of the minority representation in the contractor's work force?	___	___	___
13. What percent of total promotions have been women?			
14. Is this equal to or greater than the percent of the female representation on the contractor's work force?			
15. a. Are there inhibiting factors to equal opportunity for minorities in the transfer system?	___	___	___
b. Please explain: ___			
16. a. Are there inhibiting factors to equal opportunty for women in the transfer system?	___	___	___
b. Please explain: ___			
17. Does it appear that facility and company sponsored events are open to all and participated in by all?	___	___	___
18. a. Are there inhibiting factors to equal opportunity in the seniority practices of the company?	___	___	___
b. Please explain: ___			
19. Are minorities significantly under-represented in apprenticeship or other training programs?	___	___	___
Please explain: ___			
20. Are women significantly under-represented in apprenticeship or other training programs?	___	___	___
Please explain: ___			
21. Does the company focus on issues affecting minorities and women as set forth in Section 60-2.23 and does it address steps to meet such as those suggested in Section 20-2.24; i.e., housing, child care, transportation, etc., as they impact recruiting/employment?	___	___	___
Please explain: ___			

D. Section 60-2.1, Corrective Action Programs

	Yes	No	Unknown
1. Has the contractor developed a corrective action program to the extent required by Section 60-2.1?	___	___	___
2. Was this included as part of the contractor's AAP or a separate program:	___	___	___
What relief has the contractor suggested for members of an identified affected class? ___			

Part B - Additional Data

	Yes	No	Unknown
A. Section 60-2.20, Development or Reaffirmation of Policy.			
1. Does the contractor's AAP include an EEO policy statement or reaffirmation thereof?	___	___	___
2. Does the Policy Statement address those items noted in 60-2.20, paragraphs 1 through 4 in their entirety?	___	___	___
a. If no, in what respects is the statement deficient? ___			
B. Section 60-2.21, Dissemination of the Policy			
1. Has the contractor provided substantiation of the Policy Statement in the contractor's policy manual?	___	___	___
2. Are there examples of its being publicized in company publications?	___	___	___
3. Has the contractor provided substantiation that management meetings have been held relative to the requirements of Sec. 60-2.21?	___	___	___
4. Has the contractor provided substantiation that employees have attended meetings relative to the requirements of Sec. 60-2.21?	___	___	___

	Yes	No	Unknown
5. Has the contractor provided substantiation that EO is covered in new employee orientation and management training?			
6. Has the contractor provided substantiation that union officials have been informed of the policy?			
7. Are there nondiscrimination clauses in all union contracts?			
8. Have there been articles published on EO programs, progress reports, etc?			
9. If employees are featured in image or product advertisements, do they show minorities and women?			
10. Is there evidence of communication to employees concerning the contractor's AAP?			
11. Have all recruiting sources the contractor uses been informed verbally and in writing of company policy?			
12. Is the EO clause incorporated in the contractor's Purchase Order?			
13. Has the contractor provided substantiation that it is notifying minority/female organizations in writing of the company policy?			
14. Is there evidence that the contractor communicates to prospective employees the existence of the AAP?			
15. Are minority and female employees shown in consumer or help wanted advertising?			
16. Has the contractor provided substantiation that it notifies subcontractor, vendor and suppliers of company EO policy?			

C. Section 60-2.22, Responsibility for Implementation

	Yes	No	Unknown
1. Is there evidence that an executive has been appointed as director or manager of the company EO program?			
2. a. Is there a description of the executive's responsibilities?			
b. Does it include those elements as noted in Section 60-2.22, paragraph (a) ?			
3. Is there a description of line management responsibilities?			
4. Does line management identify problem areas and establish local goals and objectives?			
5. Is local management active in minority and female organizations and/or community programs?			
6. Does local management conduct periodic audits of training, hiring, promotions, etc?			
7. Does the local senior management conduct discussions with other management to ensure that the policies are being followed?			
8. Does management review qualifications to ensure minorities and women are given full opportunities for transfer and promotions?			
9. Is career counseling available for all employees?			
10. Does management conduct periodic audits, to ensure posters are displayed, facilities are desegregated, minority and female employees get a full opportunity in company sponsored educational training and recreational activities?			

D. Section 60-2.24, Development and Execution of Programs */

	Yes	No	Unknown
1. Is there evidence that the contractor reviews position descriptions?			
2. Are worker specifications consistent for the same job?			
3. Are position descriptions available to all members of management?			
4. Are recruiters trained in EO?			
5. Is there evidence of an active involvement with minority organizations?			
6. Is there evidence of an active involvement with female organizations?			
7. Do minority and female employees refer applicants?			
8. Are there minority and female employees on the personnel relations staff?			

*/ Note: Certain items in Sec. 60-2.24 are omitted as they are most appropriate for on-site review, if one is done.

	Yes	No	Unknown
9. Does the company participate in job fairs or career days?			
10. Is there evidence of an active recruiting program at minority schools?			
11. Is there evidence of an active recruiting program at female schools?			
12. Is the percent of terminations for minorities higher than for majorities?			
13. If so, is there a valid rationale?			
Please explain: _____			
14. Is the percent of terminations for females higher than for males?			
15. If so, is there a valid rationale?			
Please explain: _____			

E. Section 60-2.25, Internal Audit and Reporting System

1. Is there evidence that the contractor monitors its affirmative action program?			
2. Does the contractor require formal reports from managers on the accomplishment of goals?			
3. Is top management aware of the progress of the EO program?			

F. Section 60-2.26, support of Action Programs

1. Is the contractor management involved in external affirmative action programs?			
2. Are employees encouraged to participate in outside organizations?			
3. Does the contractor support outside training programs?			
4. Does the contractor support schools in order to assist minorities and females?			
5. Does the contractor publicize EO achievements?			
6. Does the contractor support organizations such as NAB, etc?			

G. Section 60-2.13, Additional Ingredients of AAP

1. Has the contractor provided evidence to support the fact that the contractor is abiding by the Sex Discrimination Guidelines (41 CFR Part 60-20)?			
2. Is there evidence that the contractor is considering minorities and women not in the work force?			

H. Explain contractor's performance against previous goals: _____

ON-SITE REVIEW GUIDELINES

A. EEO Policies and Procedures	Yes	No
1. Are EEO posters prominently displayed?		
2. What EEO policy statements are posted? Please explain: _____		
3. How have the lower level supervisors received and disseminated the policy? Please explain: _____		
4. Is EEO part of the orientation for new employees and are there periodic meetings with employees and/or supervisors on the subject? Please explain: _____		
5. What role does the EEO Coordinator play in dissemination of policy? Please explain: _____		
6. How much time does he spend in EEO work? %_		
7. Has management expressed any intention in writing or otherwise to take disciplinary action for failure to adhere to EEO policies and procedures? Please explain: _____		
8. Are supervisors held accountable for failure to meet EEO goals?		

B. Workforce Analysis

If an adequate workforce analysis was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's representation report of his workforce summarizing the facility workforce (total, male, female, and male and female for each minority group comprising 2 percent or more of the labor area) by department or organization (i.e., a logical cohesive group such as personnel, manufacturing, finance, etc.) and by EEO-1 category within organization subdivided into (perhaps common) job groupings within an EEO-1 category. These job groupings should reflect one or more jobs having similar content, wage rates and opportunities. The job groupings should be ranked appropriately by skill or earnings or line of progression, or existing administrative practice. If earnings are used, the range of annual earnings for each grouping should be given. However, the purpose of these Guidelines and in all cases where pay is used, alphabetic or numeric coding or the use of an index of pay and pay ranges is acceptable and should be used when contractors are concerned about confidentiality of salary information.

C. Recruitment, Hiring, Selection and Placement

(a) If adequate applicant flow data was not furnished during the off-site review, the compliance officer should ask to see the contractor's applicant flow report summarizing total applicants by total, male, female, and male and female minority classifications. While in many cases applicants are not classified by particular job, it should be possible to provide some separation of the applicant flow count into at least broad occupation groups. An applicant is defined as one who has applied for permanent employment and has complied with the company's formal application procedure. Next the report should show the number of offers of employment for each category and by total, male, female and male and female minority classifications. The report should show acceptance of offers for each category and by total, male, female and male and female minority classifications. The acceptances should also be related to the job groupings outlined in Section B, Workforce Analysis. This report should reflect applicant activity for the last six months or the last 100 acceptances, whichever is less.

(b) Where such a summary report is not available, the compliance officer should advise the contractor to maintain such data in the future, but the following collection of data should now be made to determine any problems that may exist in applicant flow and employment ratios. If the company's own data is insufficient, the CCO should obtain applications of 100 applicants for blue collar employment and 100 applicants for white collar employment, or applications for a six (6) month period, whichever is the lesser. He may use a random sample or an immediate past chronological period. He may exclude certain job groupings where applicants and hires are clearly not a problem and should be sure to include the job groupings cited by you in Section 1 above. Now he should construct the report described in the paragraph above showing applicants, offers and acceptances by total, male and female, and male and female minority classifications by as much organization job grouping detail as possible.

(c) Sample a representative number of job requisitions on a given date and compare with minorities and women applying at the same time. Obtain copies of any other forms utilized by the personnel operation such as interview reports. Even if the contractor appears to have a well-structured recordkeeping system, review examples of the procedure to assure that he is in fact using the system to assure equal employment opportunity.

	Yes	No
1. Is the contractor maintaining an applicant flow chart which gives all the necessary information such as name, race, sex, job applied for, source of referral, date of applied for, source of referral, date of application and disposition?	___	___
2. Do the forms request information which could be used in a discriminatory manner?	___	___
Specify the questionable information and who might have access to it.	___	
3. If such information is allegedly asked for affirmative action purposes, could it not be maintained on a separate record?	___	___
4. How long are application forms retained and describe the filing system?	___	
5. Is there an affirmative action file or other retrieval systems to enable minorities and women to be reconsidered if no job can be offered at the time of their original application?	___	___
6. Are there written job descriptions or job specifications?	___	___
If not, what procedures are used instead?	___	
7. Are job requisitions submitted to the employment office in writing and how detailed are they?	___	___
8. Are these forms or others used for external recruitment?	___	___

(d) Is the contractor's applicant flow adequate for the job groupings cited by you in Section 1, given the utilization factors for this facility. If not, the following further investigation into recruitment methods are resources is necessary. Summarize the contractor's explanation of the specific recruitment methods and resources utilized for each job grouping involved. Explain the impact of word-of-mouth or other employee referral systems. Explain if recruitment sources are contacted in writing at the time of actual job openings and how much information is provided to them as to the qualifications necessary. Is he actually aware of the results of his recruitment efforts? Explain if the contractor has specifically requested to have minority and women candidates among these referrals. Explain if he has discontinued using any of these sources which have failed to make such referrals. Has he instituted any transportation or housing programs to aid in minority recruitment? Describe blue collar recruitment programs if applicable. Describe in detail the job application process from the point where the applicant first makes contact with the contractor.

	Yes	No
1. Are different interviewers assigned to interview applicants because of their job interest, race or sex?	___	___
2. Is job counseling offered?	___	___
3. If not hired, is the applicant given a specific reason and is it so noted on the application form?	___	___
4. If an applicant is not hired, what happens to the application form? Please explain:	___	
5. Who makes the final decision for hire and on what basis?	___	
6. If additional interviews are conducted, is there feedback to the employment office?	___	___
7. Does anyone monitor for disparate rejection ratios of minorities and women? Who?	___	___
8. Can and does anyone challenge decisions made by the selecting officials? Please explain:	___	___
9. Are those who make selection conscious of the contractor's goals and timetables? Please explain:	___	___
10. What role does the EEO Coordinator play in the selection process? Please explain:	___	

(e) Review a representative sample of personnel records of hires from different periods of time in various job categories.

	Yes	No
1. From discussions with the interviewers and supervisors as well as from comments appearing on the application forms, what appear to be some of the more subjective criteria? Please explain:	___	___
2. Does the contractor claim any bona fide occupational qualifications to justify sex discrimination? Please explain:	___	___

(f) If the contractor states that the tests it uses have been validated, a written report must be available specifying size of samples used and minority and sex composition, nature of jobs, criteria, methods of analysis, and results and recommendations.

The written validation report must be reviewed to determine whether or not the test or selection practice is valid as required by the OFCC Testing Order (41 CFR 60-3).

A compliance officer who has satisfactorily completed an adequate training course should inform contractors of apparent noncompliance with the Order when validity or evidence supporting validity of tests is absent or substantially deficient. However, since the issues involved in test validity are often quite technical and complex, the compliance officer should not try to identify or resolve these issues directly with the contractor during the review. In these cases or in any case where the compliance officer cannot make a clear determination of noncompliance, the contractor's evidence of test validity is to be submitted for higher level review along with the compliance officer's analysis of the disparate effect.

D. Terminations

(a) If adequate data on terminations was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on terminations at the facility summarizing terminations for total, male, female and male and female for each appropriate minority group, by organization and by EEO-1 category within organization subdivided into (perhaps common) job groupings within EEO-1 category. Consult Section B above Workforce Analysis, for further guidelines on job groupings.

(b) If such a summary report is not available, for a similarly statistically significant time frame as investigated for hires, review a list of terminations, by name or other identification, showing hire and termination dates, job assignment, minority group membership and sex. If possible, the terminations should be related to the period covered by the hiring analysis. To determine if there is an unfair disparity of company policies, the period of at least six (6) months or 100 such terminations should be reviewed, whichever is the lesser.

(c) If there is a disproportionate number of terminations because of minority group identification or sex, or a pattern of placement of minority group members or women to specific kinds of jobs, the causal factor should be explored and discussed.

E. Promotion and Transfer

(a) If adequate data on promotions and transfers was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on promotions at the facility summarizing promotions for total, male, female, and male and female for each appropriate minority group, by organization and by EEO-1 category within organization subdivided into (perhaps common) job groupings within EEO-1 category. Consult Section B above, Workforce Analysis, for further guidelines on job groupings. A promotion is defined as any personnel action resulting in movement to a position of greater skill, effort or responsibility. Wage or salary increases alone do not determine a promotion.

(b) If such a report is not available, the compliance officer should review a list of 100 promotions or the last six months activity, whichever is less. The review should include name or other identification, minority group status, sex, previous job, department and pay, and new job and department and pay. A promotion is defined as any personnel action resulting in movement to a position of greater skill, effort or responsibility. Wage increases alone do not determine a promotion.

(c) A determination should be made if there is a disparity between the promotion rate of minorities and women as related to the rate for non-minorities and/or males. In doing this analysis, the following procedure should be included:

Identify the various entry level positions and the promotional ladders as indicated by the contractor and by the CCO's confirmation through sample record analysis. Are these lines in any way oriented by race or sex? Please explain. With regard to promotions that are competitive, what is the significance of interest, ability and seniority in promotion and transfer considerations? Please explain. Are there any periodic written performance ratings which influence promotion or transfer? Are minorities or women concentrated in certain jobs outside any line of progression or which dead end before the employees can reach the pay grade to which their experience, training or seniority might entitle them? Please explain. Is there a well-structured transfer program? Discuss any lack of representation of minorities and women in this program. Please explain.

(d) Review the file on transfer requests to determine if minorities or women have been overlooked or rejected disproportionately. Please summarize your findings. What is the frequency of inter- or intra-departmental transfer for better working conditions or to gain promotional opportunities? Is counseling offered to employees considering this move? How common is transfer from blue collar to white collar positions or from "traditionally female" or minority to "traditionally male" or non-minority jobs or vice versa? Who monitors promotion and transfer activity and through what means? How is job security affected by transfer or promotion and does this disproportionately affect minorities or women?

(e) Comment on the representation of minorities and women among supervisors and where promotions during the previous year suggest any improvement. If appropriate, review selected personnel records to conduct the following analysis. Explain how supervisors are selected. Who monitors these actions? Explain how supervisory ability is measured.

F. Wage and Salary Analysis

Review and compare wages and salaries of a sampling of minorities and women within selected job classifications. Are there positions with similar duties but with different rates of pay which seem to be related to the sex or race of the incumbents? Please explain. What is the contractor's explanation for these discrepancies? Please explain. Are there general salary ranges for jobs or specific rates at which everyone begins? Please explain. Do minority and women workers appear to be paid lower rates to begin with? Please explain. What is the contractor's explanation for this? Please explain. Who makes the determination as to what those starting rates will be? Please explain. Are the rates negotiable? Are minorities or women assigned to jobs where incentive earnings are more difficult? Please explain. Does review of any employee's records confirm or dispute the relationship of education, training, and experience to pay? Please explain. Are minorities and women supervising integrated groups? Are women supervisors generally at a lower plateau in the organization? Where minorities and women have been newly installed as supervisors, has there been any negative reaction from the workforce and how has management dealt with it? Please explain. Is there a supervisory development program? Please explain.

G. Training and Educational Opportunities

(a) If adequate data on training and educational opportunities was not furnished during the off-site review, the compliance officer should ask to see, if available, the employer's report on training at the facility, summarizing by training class the participation by total, male, female and male and female minority classifications and showing the training participation rate for each group. The report should reflect the last six months activity.

(b) If such a report is not available, the compliance officer should obtain from the contractor a list of various training and apprenticeship programs on-going or completed during the last six months or other significant period of time, with name or other identification, minority group identification, sex of participants, date of completion and job and pay before and after training. Include employees hired directly into such programs.

(c) What types of training do new employees receive? How are additional opportunities for training and education advertised? Is there evidence of any disparate failure or dropout rate? If there is a registered apprenticeship program, has the contractor provided the Bureau of Apprenticeship and Training with an acceptable affirmative action program with goals and timetables? Is formal training being required now for jobs not previously involved? Is this discriminatory? Does the contrator publicize EO achievements? Does the contractor support organizations which would assist his efforts and implement his affirmative action program?

H. Section 60-2. 13, Additional Ingredients of AAP

Has the contractor provided evidence to support the fact that the contractor is abiding by the Sex Discrimination Guidelines (41 CFR Part 60-20)? Is there evidence that the contractor is considering minorities and women not in the work force?

--End of Official Text--

--End of Section D --

U.S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT COMPLIANCE
WASHINGTON, D.C. 20210

CHAPTER 60 -- Office of Federal Contract Compliance,
Equal Employment Opportunity, Department of Labor

(Reprint from Federal Register, Vol. 36, *No.* 192 Saturday, October 2, 1971)

PART 60-3 Employee Testing & Other Selection Procedures

Title 41—PUBLIC CONTRACTS AND PROPERTY MANAGEMENT

Chapter 60—Office of Federal Contract Compliance, Equal Employment Opportunity, Department of Labor

PART 60–3—EMPLOYEE TESTING AND OTHER SELECTION PROCEDURES

On April 21, 1971, notice of proposed rule making was published in the FEDERAL REGISTER (36 F.R. 7532) with regard to amending Chapter 60 of Title 41 of the Code of Federal Regulations by adding a new Part 60–3, dealing with employee testing and other selection procedures. Interested persons were given 30 days in which to submit written comments, suggestions, or objections regarding the proposed amendments.

Having considered all relevant material submitted, I have decided to, and do hereby amend Chapter 60 of Title 41 of the Code of Federal Regulations by adding a new Part 60–3, reading as follows:

Sec.

60–3.1 Purpose and scope.
60–3.2 Test defined.
60–3.3 Violations of the Executive order.
60–3.4 Evidence of validity; meaning of technically feasible.
60–3.5 Minimum standards for validation.
60–3.6 Presentation of evidence of validity.
60–3.7 Use of other validity studies.
60–3.8 Assumption of validity.
60–3.9 Continued use of tests.
60–3.10 Employment agencies and state employment services.
60–3.11 Disparate treatment.
60–3.12 Retesting.
60–3.13 Other selection techniques.
60–3.14 Affirmative action.
60–3.15 Recordkeeping.
60–3.16 Sanctions.
60–3.17 Exemptions.
60–3.18 Effect on other rules and regulations.

AUTHORITY: The provisions of this Part 60–3 are issued under secs. 201, 205, 206(a), 301, 303(a), 303(b), and 403(b) of Executive Order 11246, as amended, 30 F.R. 12319; 32 F.R. 14303; 34 F.R. 12986; § 60–1.2 of Part 60–1 of this chapter.

§ 60–3.1 Purpose and scope.

(a) This order is based on the belief that properly validated and standardized employee selection procedures can significantly contribute to the implementation of nondiscriminatory personal policies, as required by Executive Order 11246, as amended. It is also recognized that professionally developed tests, when used in conjunction with other tools of personnel assessment and complemented by sound programs of job design, may significantly aid in the development and maintenance of an efficient work force and, indeed, aid in the utilization and conservation of human resource generally.

(b) (1) An examination of charges of discrimination filed with the Office of Federal Contract Compliance and an evaluation of the results of its compliance activities has revealed a decided increase in total test usage and a marked increase in testing practices which have discriminatory effects. In many cases, contractors have come to rely almost exclusively on tests as the basis for making the decision to hire, to promote, to transfer, to train, or to retain with the result that candidates are selected or rejected on the basis of test scores. Where tests are so used, minority candidates frequently experience disproportionately high rates of rejection by failing to attain score levels that have been established as minimum standards for qualification.

(2) It has also become clear that in many instances contractors are using tests as the basis for employment decisions without evidence that they are valid predictors of employee job performance. Where evidence in support of presumed relationships between test performance and job behavior is lacking, the possibility of discrimination in the application of test results must be recognized. A test lacking demonstrated validity, i.e., having no known significant relationship to job behavior, and yielding lower scores for classes protected by Executive Order 11246, as amended, may result in the rejection of many who have necessary qualifications for successful work performance.

(c) Section 202 of Executive Order 11246, as amended, requires each Government contractor and subcontractor to take affirmative action to insure that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. This order is designed to serve as a set of standards for contractors and subcontractors subject to Executive Order 11246, as amended, in determining whether their use of tests conforms with the requirements of the Executive Order.[1]

§ 60–3.2 Test defined.

For the purpose of this order, the term "test" is defined as any paper-and-pencil or performance measure used as a basis for any employment decision. This order applies, for example, to ability tests which are designed to measure eligibility for hire, transfer, promotion, training, or retention. This definition includes, but is not restricted to, measures of general intelligence, mental ability and learning ability; specific intellectual abilities; mechanical, clerical and other aptitudes; dexterity and coordination; knowledge and proficiency; occupational and other interests; and attitudes, personality or temperament. The term "test" also covers all other formal, scored, quantified or standardized techniques of assessing job suitability including, for example, personal history and background requirements which are specifically used as a basis for qualifying or disqualifying applicants or employees, specific educational or work history requirements, scored interviews, biographical information blanks, interviewers' rating scales and scored application forms. The term "test" shall not include other selection techniques discussed in § 60–3.13.

§ 60–3.3 Violation of Executive order.

A contractor regularly using a test which has adversely affected the opportunities of minority persons or women for hire, transfer, promotion, training or retention violates Executive Order 11246, as amended, unless he can demonstrate that he has validated the test pursuant to the requirements of this part.

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[1] Except for the necessary differences in language arising from the different legal authority of the two agencies and for reasons of clarity, this order and the Guidelines on Employee Selection Procedures, issued earlier by the Equal Employment Opportunity Commission (35 F.R. 12333, Aug. 1 1970) are intended to impose the same basic requirements on persons and contractors covered by each of them.

§ 60–3.4 Evidence of validity; meaning of technically feasible.

(a) Each contractor using tests to select from among candidates for hire, transfer, promotion, training, or retention shall have available for inspection evidence that the test is being used in a manner which does not violate § 60–3.3.

(b) Where technically feasible, a test should be validated for each minority group with which it is used; that is, any differential rejection rates that may exist, based on a test, must be relevant to performance on the jobs in question.

(c) The term "technically feasible" as used in paragraph (b) of this section and elsewhere in this part means having or obtaining a sufficient number of minority individuals to achieve findings of statistical and practical significance, the opportunity to obtain unbiased job performance criteria, etc. It is the responsibility of the persons claiming absence of technical feasibility to demonstrate evidence of this absence.

(1) Evidence of a test's validity should consist of empirical data demonstrating that the test is predictive of or significantly correlated with important elements of work behavior which comprise or are relevant to the job or jobs for which candidates are being evaluated.

(2) If job progression structures and seniority provisions are so established that new employees will probably, within a reasonable period of time and in a great majority of cases, progress to a higher level, it may be considered that candidates are being evaluated for jobs at that higher level. However, where job progression is not so nearly automatic, or the time span is such that higher level jobs or employees' potential may be expected to change in significant ways, it shall be considered that candidates are being evaluated for a job at or near the entry level. This point is made to underscore the principle that attainment of or performance at a higher level job is a relevant criterion in validating employment tests only when there is a high probability that persons employed will in fact attain that higher level job within a reasonable period of time.

(3) Where a test is to be used in different units of a multiunit organization and no significant differences exist between units, jobs, and applicant populations, evidence obtained in one unit may suffice for the others. Similarly, where the validation process requires the collection of data throughout a multiunit organization, evidence of validity specific to each unit may not be required. There may also be instances where evidence of validity is appropriately obtained from other companies in the same industry. Both in this instance and in the use of data collected throughout a multiunit organization, evidence of validity specific to each unit or company may not be required provided that no significant differences exist between companies, units, jobs, and applicant populations.

§ 60–3.5 Minimum standards for validation.

(a) For the purpose of satisfying the requirements of this part, empirical evidence in support of a test's validity must be based on studies employing generally accepted procedures for determining criterion-related validity, such as those described in "Standards for Educational and Psychological Tests and Manuals," published by the American Psychological Association, 1200 17th Street NW., Washington, DC 20036. Evidence of content or construct validity, as defined in that publication, may also be appropriate where criterion-related validity is not feasible. However, evidence for content or construct validity should be accompanied by sufficient information from job analyses to demonstrate the relevance of the content, in the case of job knowledge or proficiency tests, or the construct, in the case of trait measures. Evidence of content validity alone will be acceptable for well-developed tests that consist of suitable samples of the essential knowledge, skills or behaviors composing the job in question. The types of knowledge, skills or behaviors contemplated here do not include those which can be acquired in a brief orientation to the job. In the case of personal history, background, educational, and work history requirements which are specifically used as a basis for qualifying or disqualifying applicants (see § 60–3.2), evidence of content or construct validity may be sufficient.

(b) Although any appropriate validation strategy may be used to develop such empirical evidence, the following minimum standards, as applicable, must be met in the research approach and in the presentation of results which constitute evidence of validity:

(1) Where a validity study is conducted in which tests are administered to applicants, with criterion data collected later, the sample of subjects must be representative of the normal or typical candidates group for the job or jobs in question. This further assumes that the applicant sample is representative of the minority population available for the job or jobs in question in the local labor market. Where a validity study is conducted in which tests are administered to present employees, the sample must be representative of the minority groups currently included in the applicant population. If it is not technically feasible to include minority employees in validation studies conducted on the present work force, the conduct of a validation study without minority candidates does not relieve any contractor of his subsequent obligation for validation when inclusion of minority candidates becomes technically feasible.

(2) Tests must be administered and scored under controlled and standardized conditions, with proper safeguards to protect the security of test scores and to insure that scores do not enter into any judgments of employee adequacy that are to be used as criterion measures.

(3) The work behaviors or other criteria of employee adequacy which the test is intended to predict or identify must be fully described; and, additionally, in the case of rating techniques, the appraisal form(s) and instructions to the rater(s) must be included as a part of the validation evidence. Such criteria may include measures other than actual work proficiency, such as training time, supervisory ratings, regularity of attendance and tenure. Whatever criteria are used they must represent major or critical work behaviors as revealed by careful job analyses.

(4) In view of the possibility of bias inherent in subjective evaluations, supervisory rating techniques should be carefuly developed, and the ratings should be closely examined for evidence of bias. In addition, minorities or women might obtain unfairly low performance criterion scores for reasons other than supervisors' prejudice, as, when, as new employees, they have had less opportunity to learn job skills. In general, all criteria must be examined to ensure freedom from factors which would unfairly depress the scores of minority groups or women.

(5) Data must be generated and results separately reported for minority and nonminority groups wherever technically feasible. Where a minority group is sufficiently large to constitute an identifiable factor in the local labor market, but validation data have not been developed and presented separately for that group, evidence of satisfactory validity based on other groups will be regarded as only provisional compliance with this order pending separate validation of the test for the minority group in question (see § 60–3.9). A test which is differentially valid may be used in groups for which it is valid but not for those in which it is not valid. In this regard, where a test is valid for two groups but one group characteristically obtains higher test scores than the other without a corresponding difference in job performance, test results must be applied so as to predict the same probability of job success in both groups.

(c) In assessing the utility of a test the following considerations will be applicable:

(1) The relationship between the test and at least one relevant criterion must be statistically significant. This ordinarily means that the relationship should be sufficiently high as to have a probability of no more than 1 to 20 to have occurred by change. However, the use of a single test as the sole selection device, when that test is valid against only one component of job performance, will be scrutinized closely.

(2) In addition to statistical significance, the practical significance of the relationship between the test and criterion should also be considered. The magnitude of the relationship needed for practical significance or usefulness is affected by several factors, including:

(i) The larger the proportion of applicants who are hired for or placed on the job, the higher the relationship needs to be in order to be practically useful. Conversely, a relatively low relationship may prove useful when proportionately few job vacancies are available;

(ii) The larger the proportion of applicants who become satisfactory employees when not selected on the basis of the test, the higher the relationship needs to be between the test and a criterion of job success for the test to be practically

useful. Conversely, a relatively low relationship may prove useful when proportionately few applicants turn out to be satisfactory;

(iii) The smaller the economic and human risks involved in hiring an unqualified applicant relative to the risks entailed in rejecting a qualified applicant, the greater the relationship needs to be in order to be practically useful. Conversely, a relatively low relationship may prove useful when the former risks are relatively high.

§ 60–3.6 Presentation of evidence of validity.

The presentation of the results of a validation study must include statistical and, where appropriate, graphic representations of the relationships between the test and the criteria, permitting judgments of the test's utility in making predictions of future work behavior. (See § 60–3.5(c), concerning assessing utility of a test.) Average scores for all tests and criteria must be reported for all relevant subgroups, including minority and nonminority groups where differential validation is required. Whenever statistical adjustments are made in validity results for less than perfect reliability or for restriction of score range in the test or the criterion, or both, the supporting evidence from the validation study must be presented in detail. Furthermore, for each test that is to be established or continued as an operational employee selection instrument, as a result of the validation study, the minimum acceptable cutoff (passing) score, if any, on the test must be reported. It is expected that each operational cutoff score will be reasonable and consistent with normal expectations of proficiency within the work force or group on which the study was conducted.

§ 60–3.7 Use of other validity studies.

In cases where the validity of a test cannot be determined pursuant to §§ 60–3.4 and 60–3.5 (e.g., the number of subjects is less than that required for a technically adequate validation study, or an appropriate criterion measure cannot be developed), evidence from validity studies conducted in other organizations, such as that reported in test manuals and professional literature, may be considered acceptable when: (a) The studies pertain to jobs which are comparable (i.e., have basically the same task elements), and (b) there are no major differences in contextual variables or sample composition which are likely to affect significantly validity. Any contractor citing evidence from other validity studies as evidence of test validity for his own jobs must demonstrate that he meets requirements in paragraphs (a) and (b) of this section.

§ 60–3.8 Assumption of validity.

(a) Under no circumstances will the general reputation of a test, its author or its publisher, or casual reports of test utility be accepted in lieu of evidence of validity. Specifically ruled out are: Assumptions of validity based on test names or descriptive labels; all forms of promotional literature; data bearing on the frequency of a test's usage; testimonial statements of sellers, users, or consultants; and other nonempirical or anecdotal accounts of testing practices or testing outcomes.

(b) Although professional supervision of testing activities may help greatly to insure technically sound and nondiscriminatory test usage, such involvement alone shall not be regarded as constituting satisfactory evidence of test validity.

§ 60–3.9 Continued use of tests.

Under certain conditions where validation is required by this order, a contractor may be permitted to continue the use of a test which is not at the moment fully supported by the required evidence of validity. If, for example, evidence of criterion-related validity in a specific setting is technically feasible and required but not yet obtained, the use of the test may continue: *Provided:* (a) The contractor can cite substantial evidence of validity as described in § 60–3.7 (a) and (b); and (b) he has in progress validation procedures which are designed to produce, within a reasonable time, the additional data required. It is expected also that the contractor may have to alter or suspend test cutoff scores so that score ranges broad enough to permit the identification of criterion-related validity will be obtained.

§ 60–3.10 Employment agencies and state employment services.

A contractor utilizing the services of any private employment agency, state employment agency or any other person, agency or organization engaged in the selection or evaluation of personnel which makes its selections or evaluations of personnel wholly or partially on the basis of the results of any test shall have available evidence that any test used by such person, agency or organization is in conformance with the requirements of this order.

§ 60–3.11 Disparate treatment.

The principle of disparate or unequal treatment must be distinguished from the concept of test validation. Disparate treatment, for example, occurs where members of a group protected by Executive Order 11246, as amended, have been denied the same opportunities for hire, transfer or promotion as have been made available to other employees or applicants. Those employees or applicants who can be shown to have been denied equal treatment because of prior discriminatory practices or policies must at least be afforded the same opportunities as had existed for other employees or applicants during the period of discrimination. Thus, no new test or other employee selection standard can be imposed upon an individual or class of individuals protected by Executive Order 11246, as amended, who, but for this prior discrimination, would have been granted the opportunity to qualify under less stringent selection standards previously in force.

§ 60–3.12 Retesting.

Contractors should provide an opportunity for retesting and reconsideration to earlier "failure" candidates who have availed themselves of more training or experience. In particular, if any applicant or employee during the course of an interview or other employment procedure claims more education or experience, that individual should be retested.

§ 60–3.13 Other selection techniques.

Selection techniques other than tests, as defined in § 60–3.2, may be improperly used so as to have the effect of discriminating against minority groups or women. Such techniques include, but are not restricted to, unscored or casual interviews, unscored application forms and unscored personal history and background requirements not used uniformly as a basis for qualifying or disqualifying applicants. Where there are data suggesting employment discrimination, the contractor may be called upon to present evidence concerning the validity of his unscored procedures regardless of whether tests are also used, the evidence of validity being of the same types referred to in §§ 60–3.4 and 60–3.5. Data suggesting the possibility of discrimination exists, for example, when there are higher rates of rejection of minority candidates than of nonminority candidates for the same job or group of jobs or when there is an underutilization of minority group personnel among present employees in certain types of jobs. If the contractor is unable or unwilling to perform such validation studies, he has the option of adjusting employment procedures so as to eliminate the conditions suggestive of employment discrimination.

§ 60–3.14 Affirmative action.

Nothing in this order shall be interpreted as diminishing a contractor's obligation under both title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended, to take affirmative action to insure that applicants or employees are treated without regard to race, color, religion, sex, or national origin. Specifically, where substantially equally valid tests can be used for a given purpose, the contractor will be expected to use the test or battery of tests which will have the least adverse effect on the employment opportunities of minorities or women. Further, the use of tests which have been validated pursuant to this order does not relieve contractors of their obligation to take affirmative action to afford employment and training opportunities to members of classes protected by Executive Order 11246, as amended.

§ 60–3.15 Recordkeeping.

Each contractor shall maintain, and submit upon request, such records and documents relating to the nature and use of tests, the validation of tests, and test results, as may be required under the provisions of this chapter and under the orders and directives issued by the Office of Federal Contract Compliance.

§ 60–3.16 Sanctions.

(a) The use of tests and other selection techniques by contractors as qualification standards for hire, transfer, promotion, training or retention shall be examined carefully for possible indications of noncompliance with the requirements of Executive Order 11246, as amended.

(b) A determination of noncompliance pursuant to the provisions of this part shall be grounds for the imposition of sanctions under Executive Order 11246, as amended.

§ 60–3.17 Exemptions.

(a) Requests for exemptions from this order or any part thereof must be made in writing to the Director, Office of Federal Contract Compliance, Washington, D.C., and must contain a statement of reasons supporting the request. Such request shall be forwarded through and shall contain the endorsement of the head of the contracting agency. Exemption may be granted for good cause.

(b) The requirements of this part shall not apply to any contract when the head of the contracting agency determines that such contract is essential to the national security and that its award without complying with such requirements is necessary to the national security. Upon making such a determination, the agency head will notify the Director, in writing, within 30 days.

§ 60–3.18 Effect of this part on other rules and regulations.

(a) All orders, instructions, regulations, and memoranda of the Secretary of Labor, other officials of the Department of Labor and contracting agencies are hereby superseded to the extent that they are inconsistent herewith.

(b) Nothing in this part shall be interpreted to diminish the present contract compliance review and complaint investigation programs.

Effective date. This part shall become effective on the date of its publication in the FEDERAL REGISTER (10–2–71).

Signed at Washington, D.C., this 27th day of September 1971.

J. D. HODGSON,
Secretary of Labor.

[FR Doc.71–14457 Filed 10–1–71;8:46 am]

Proposed Rule Making

Office of Federal Contract Compliance

[41 CFR Part 60–3]

EMPLOYEE TESTING AND OTHER SELECTION PROCEDURES

Guidelines for Reporting Validity

Pursuant to Executive Order 11246 (30 FR 12319), as amended by Executive Order 11375 (32 FR 14303), the Department of Labor proposes to amend § 60–3.15 of Title 41, Code of Federal Regulations to read as set forth below. The purpose of this amendment is to clarify Federal contractors' existing obligations to report the validity of tests and other employee selection methods as required by 41 CFR Part 60–3.

Interested parties are invited to file written data, views or arguments concerning this proposal on or before March 16, 1973. Written comments should be addressed to Mr. Philip Davis, Acting Director, Office of Federal Contract Compliance, U.S. Department of Labor, 14th and Constitution Avenue NW., Washington, DC 20210.

§ 60–3.15 Recordkeeping and reporting.

(a) Each contractor shall maintain, and submit upon request, such records and documents relating to the nature and use of tests, the validation of tests, and test results, as may be required under the provisions of this chapter and under the orders and directives issued by the Office of Federal Contract Compliance.

(b) Reports of validity of tests and other selection methods, where required by this chapter, should contain the following information. Previously written company or consultant reports are acceptable if they are complete in regard to this information.

(1) *Firm or organization and location(s) and date(s) of study.* If study is longitudinal, both testing dates and criterion collection dates should be shown. If study was conducted at several locations, names of cities and States should be shown rather than just plant identification.

(2) *Problem and setting.* Explicit definition of purposes and brief discussion of the situation in which the study was conducted. Include description of existing selection procedures and cutting scores, if any, which were used.

(3) *Job titles and code.* Job title use in company plus corresponding job titles and codes from U.S. Employment Service "Dictionary of Occupational Titles" (third edition) volumes I & II, U.S. Government Printing Office, 1965. Where appropriate DOT codes and titles do not exist, a notation to that effect should be made.

(4) *Job description.* Where necessary, a brief supplement to the job description given in the DOT or, if the job is not described in the DOT, a complete description of the job. If two or more jobs are grouped for validation study, a justification for this grouping should be provided.

(5) *Criteria.* Description of all criteria of job performance considered and/or collected (including a rationale for what were selected as final criteria) and means by which they were observed, recorded, evaluated, and quantified. An indication of the reliability coefficients and how they were established is desirable.

(6) *Sample.* Description of ethnic and sex composition of sample is mandatory. Description of educational levels, entrance levels, length of service, and age is also desirable. Also desirable is a description of how the research sample was selected and how it compares with employees in the job and with current applicants.

(7) *Number of cases.* Description of number of people in the sample, number in subsamples and the use of subsamples.

(8) *Predictors.* Tests should be described by title, form, and publisher. Other predictors, including tailor-made tests; interviewer's ratings; education and experience levels; should be explicitly described.

(9) *Techniques and results.* Methods used in evaluating data must be described. Any statistical adjustments such as corrections for restriction in range or for attenuation must be described. Results of criterion-related studies must be summarized in graphical or statistical form (by ethnic or sex subgroup, if possible) and statements regarding statistical significance of results must be made. Where the statistical technique used categorizes continuous data (such as bi serial correlation, and phi coefficient) the cutoffs used and their bases should be described. Where more than one predictor and/or more than one criterion is used, all predictor-criterion correlations must be reported regardless of magnitude or direction. Where content validity is offered, a complete explanation of the basis is required (e.g., job analysis, item selection, test reliability, etc.).

(10) *Uses and applications.* Description of the way in which the test is to be used (e.g., as a screening device with a cutoff score, combined with other tests in a battery) and application of the test (e.g., selection, transfer, upgrading). Where cutoff scores are to be used, both the cutoff scores and the way in which they were determined should be described.

(11) *Source data.* It is desirable that a worksheet be attached to the report showing all pertinent information about individual sample members, i.e., test scores, criterion scores, age, sex, experience, minority group status, education

NOTE: Specific identifying information such as name and social security number should NOT be shown.

(12) *Contact person.* The name, mailing address, and telephone number of person currently working for the company or consulting firm who can be contacted for further information about the validation study.

Signed at Washington, D.C., this 24th day of January, 1972.

J. D. HODGSON,
Secretary of Labor.

R. J. GRUNEWALD,
Assistant Secretary for Employment Standards.

PHILIP J. DAVIS,
Acting Director, Office of Federal Contract Compliance.

[FR Doc.73-2958 Filed 2-13-73;8:45 am]

Public Law 92-261
92nd Congress, H. R. 1746
March 24, 1972

An Act

To further promote equal employment opportunities for American workers.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Equal Employment Opportunity Act of 1972".

Equal Employment Opportunity Act of 1972.

SEC. 2. Section 701 of the Civil Rights Act of 1964 (78 Stat. 253; 42 U.S.C. 2000e) is amended as follows:

Definitions.
80 Stat. 662.

(1) In subsection (a) insert "governments, governmental agencies, political subdivisions," after the word "individuals".

(2) Subsection (b) is amended to read as follows:

"(b) The term 'employer' means a person engaged in an industry affecting commerce who has fifteen or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year, and any agent of such a person, but such term does not include (1) the United States, a corporation wholly owned by the Government of the United States, an Indian tribe, or any department or agency of the District of Columbia subject by statute to procedures of the competitive service (as defined in section 2102 of title 5 of the United States Code), or (2) a bona fide private membership club (other than a labor organization) which is exempt from taxation under section 501(c) of the Internal Revenue Code of 1954, except that during the first year after the date of enactment of the Equal Employment Opportunity Act of 1972, persons having fewer than twenty-five employees (and their agents) shall not be considered employers."

80 Stat. 408.

68A Stat. 163.
26 USC 501.

(3) In subsection (c) beginning with the semicolon strike out through the word "assistance".

(4) In subsection (e) strike out between "(A)" and "and such labor organization", and insert in lieu thereof "twenty-five or more during the first year after the date of enactment of the Equal Employment Opportunity Act of 1972, or (B) fifteen or more thereafter,".

(5) In subsection (f), insert before the period a comma and the following: "except that the term 'employee' shall not include any person elected to public office in any State or political subdivision of any State by the qualified voters thereof, or any person chosen by such officer to be on such officer's personal staff, or an appointee on the policy making level or an immediate adviser with respect to the exercise of the constitutional or legal powers of the office. The exemption set forth in the preceding sentence shall not include employees subject to the civil service laws of a State government, governmental agency or political subdivision."

(6) At the end of subsection (h) insert before the period a comma and the following: "and further includes any governmental industry, business, or activity".

(7) After subsection (i) insert the following new subsection (j):

"Religion."

"(j) The term 'religion' includes all aspects of religious observance and practice, as well as belief, unless an employer demonstrates that he is unable to reasonably accommodate to an employee's or prospective employee's religious observance or practice without undue hardship on the conduct of the employer's business."

SEC. 3. Section 702 of the Civil Rights Act of 1964 (78 Stat. 255; 42 U.S.C. 2000e-1) is amended to read as follows:

83-081—0

"EXEMPTION

"SEC. 702. This title shall not apply to an employer with respect to the employment of aliens outside any State, or to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities."

Enforcement.

SEC. 4. (a) Subsections (a) through (g) of section 706 of the Civil Rights Act of 1964 (78 Stat. 259; 42 U.S.C. 2000e-5(a)-(g)) are amended to read as follows:

"SEC. 706. (a) The Commission is empowered, as hereinafter provided, to prevent any person from engaging in any unlawful employment practice as set forth in section 703 or 704 of this title.

42 USC 2000e-2, 2000e-3.

Charges.

"(b) Whenever a charge is filed by or on behalf of a person claiming to be aggrieved, or by a member of the Commission, alleging that an employer, employment agency, labor organization, or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs, has engaged in an unlawful employment practice, the Commission shall serve a notice of the charge (including the date, place and circumstances of the alleged unlawful employment practice) on such employer, employment agency, labor organization, or joint labor-management committee (hereinafter referred to as the 'respondent') within ten days, and shall make an investigation thereof. Charges shall be in writing under oath or affirmation and shall contain such information and be in such form as the Commission requires. Charges shall not be made public by the Commission. If the Commission determines after such investigation that there is not reasonable cause to believe that the charge is true, it shall dismiss the charge and promptly notify the person claiming to be aggrieved and the respondent of its action. In determining whether reasonable cause exists, the Commission shall accord substantial weight to final findings and orders made by State or local authorities in proceedings commenced under State or local law pursuant to the requirements of subsections (c) and (d). If the Commission determines after such investigation that there is reasonable cause to believe that the charge is true, the Commission shall endeavor to eliminate any such alleged unlawful employment practice by informal methods of conference, conciliation, and persuasion. Nothing said or done during and as a part of such informal endeavors may be made public by the Commission, its officers or employees, or used as evidence in a subsequent proceeding without the written consent of the persons concerned. Any person who makes public information in violation of this subsection shall be fined not more than $1,000 or imprisoned for not more than one year, or both. The Commission shall make its determination on reasonable cause as promptly as possible and, so far as practicable, not later than one hundred and twenty days from the filing of the charge or, where applicable under subsection (c) or (d), from the date upon which the Commission is authorized to take action with respect to the charge.

Penalty.

State enforcement proceedings, deferral period.

"(c) In the case of an alleged unlawful employment practice occurring in a State, or political subdivision of a State, which has a State or local law prohibiting the unlawful employment practice alleged and establishing or authorizing a State or local authority to grant or seek relief from such practice or to institute criminal proceedings with respect thereto upon receiving notice thereof, no charge may be filed under subsection (a) by the person aggrieved before the expiration of sixty days after proceedings have been commenced under the State or local law, unless such proceedings have been earlier termi-

nated, provided that such sixty-day period shall be extended to one hundred and twenty days during the first year after the effective date of such State or local law. If any requirement for the commencement of such proceedings is imposed by a State or local authority other than a requirement of the filing of a written and signed statement of the facts upon which the proceeding is based, the proceeding shall be deemed to have been commenced for the purposes of this subsection at the time such statement is sent by registered mail to the appropriate State or local authority.

"(d) In the case of any charge filed by a member of the Commission alleging an unlawful employment practice occurring in a State or political subdivision of a State which has a State or local law prohibiting the practice alleged and establishing or authorizing a State or local authority to grant or seek relief from such practice or to institute criminal proceedings with respect thereto upon receiving notice thereof, the Commission shall, before taking any action with respect to such charge, notify the appropriate State or local officials and, upon request, afford them a reasonable time, but not less than sixty days (provided that such sixty-day period shall be extended to one hundred and twenty days during the first year after the effective day of such State or local law), unless a shorter period is requested, to act under such State or local law to remedy the practice alleged.

Filing.

"(e) A charge under this section shall be filed within one hundred and eighty days after the alleged unlawful employment practice occurred and notice of the charge (including the date, place and circumstances of the alleged unlawful employment practice) shall be served upon the person against whom such charge is made within ten days thereafter, except that in a case of an unlawful employment practice with respect to which the person aggrieved has initially instituted proceedings with a State or local agency with authority to grant or seek relief from such practice or to institute criminal proceedings with respect thereto upon receiving notice thereof, such charge shall be filed by or on behalf of the person aggrieved within three hundred days after the alleged unlawful employment practice occurred, or within thirty days after receiving notice that the State or local agency has terminated the proceedings under the State or local law, whichever is earlier, and a copy of such charge shall be filed by the Commission with the State or local agency.

Civil action.

"(f)(1) If within thirty days after a charge is filed with the Commission or within thirty days after expiration of any period of reference under subsection (c) or (d), the Commission has been unable to secure from the respondent a conciliation agreement acceptable to the Commission, the Commission may bring a civil action against any respondent not a government, governmental agency, or political subdivision named in the charge. In the case of a respondent which is a government, governmental agency, or political subdivision, if the Commission has been unable to secure from the respondent a conciliation agreement acceptable to the Commission, the Commission shall take no further action and shall refer the case to the Attorney General who may bring a civil action against such respondent in the appropriate United States district court. The person or persons aggrieved shall have the right to intervene in a civil action brought by the Commission or the Attorney General in a case involving a government, governmental agency, or political subdivision. If a charge filed with the Commission pursuant to subsection (b) is dismissed by the Commission, or if within one hundred and eighty days from the filing of such charge or the expiration of any period of reference under subsection (c) or (d), whichever is later, the Commission has not filed a civil action under this section or the Attorney General has not filed

a civil action in a case involving a government, governmental agency, or political subdivision, or the Commission has not entered into a conciliation agreement to which the person aggrieved is a party, the Commission, or the Attorney General in a case involving a government, governmental agency, or political subdivision, shall so notify the person aggrieved and within ninety days after the giving of such notice a civil action may be brought against the respondent named in the charge (A) by the person claiming to be aggrieved or (B) if such charge was filed by a member of the Commission, by any person whom the charge alleges was aggrieved by the alleged unlawful employment practice. Upon application by the complainant and in such circumstances as the court may deem just, the court may appoint an attorney for such complainant and may authorize the commencement of the action without the payment of fees, costs, or security. Upon timely application, the court may, in its discretion, permit the Commission, or the Attorney General in a case involving a government, governmental agency, or political subdivision, to intervene in such civil action upon certification that the case is of general public importance. Upon request, the court may, in its discretion, stay further proceedings for not more than sixty days pending the termination of State or local proceedings described in subsections (c) or (d) of this section or further efforts of the Commission to obtain voluntary compliance.

"(2) Whenever a charge is filed with the Commission and the Commission concludes on the basis of a preliminary investigation that prompt judicial action is necessary to carry out the purposes of this Act, the Commission, or the Attorney General in a case involving a government, governmental agency, or political subdivision, may bring an action for appropriate temporary or preliminary relief pending final disposition of such charge. Any temporary restraining order or other order granting preliminary or temporary relief shall be issued in accordance with rule 65 of the Federal Rules of Civil Procedure. It shall be the duty of a court having jurisdiction over proceedings under this section to assign cases for hearing at the earliest practicable date and to cause such cases to be in every way expedited.

28 USC app.

Jurisdiction.

"(3) Each United States district court and each United States court of a place subject to the jurisdiction of the United States shall have jurisdiction of actions brought under this title. Such an action may be brought in any judicial district in the State in which the unlawful employment practice is alleged to have been committed, in the judicial district in which the employment records relevant to such practice are maintained and administered, or in the judicial district in which the aggrieved person would have worked but for the alleged unlawful employment practice, but if the respondent is not found within any such district, such an action may be brought within the judicial district in which the respondent has his principal office. For purposes of sections 1404 and 1406 of title 28 of the United States Code, the judicial district in which the respondent has his principal office shall in all cases be considered a district in which the action might have been brought.

62 Stat. 937; 74 Stat. 912; 76A Stat. 699.

Judge, designation.

"(4) It shall be the duty of the chief judge of the district (or in his absence, the acting chief judge) in which the case is pending immediately to designate a judge in such district to hear and determine the case. In the event that no judge in the district is available to hear and determine the case, the chief judge of the district, or the acting chief judge, as the case may be, shall certify this fact to the chief judge of the circuit (or in his absence, the acting chief judge) who shall then designate a district or circuit judge of the circuit to hear and determine the case.

"(5) It shall be the duty of the judge designated pursuant to this subsection to assign the case for hearing at the earliest practicable date and to cause the case to be in every way expedited. If such judge has not scheduled the case for trial within one hundred and twenty days after issue has been joined, that judge may appoint a master pursuant to rule 53 of the Federal Rules of Civil Procedure. 28 USC app.

"(g) If the court finds that the respondent has intentionally engaged in or is intentionally engaging in an unlawful employment practice charged in the complaint, the court may enjoin the respondent from engaging in such unlawful employment practice, and order such affirmative action as may be appropriate, which may include, but is not limited to, reinstatement or hiring of employees, with or without back pay (payable by the employer, employment agency, or labor organization, as the case may be, responsible for the unlawful employment practice), or any other equitable relief as the court deems appropriate. Back pay liability shall not accrue from a date more than two years prior to the filing of a charge with the Commission. Interim earnings or amounts earnable with reasonable diligence by the person or persons discriminated against shall operate to reduce the back pay otherwise allowable. No order of the court shall require the admission or reinstatement of an individual as a member of a union, or the hiring, reinstatement, or promotion of an individual as an employee, or the payment to him of any back pay, if such individual was refused admission, suspended, or expelled, or was refused employment or advancement or was suspended or discharged for any reason other than discrimination on account of race, color, religion, sex, or national origin or in violation of section 704(a)." Relief. Back pay liability. 78 Stat. 257.

(b)(1) Subsection (i) of section 706 of such Act is amended by striking out "subsection (e)" and inserting in lieu thereof "this section". 42 USC 2000e-3. 78 Stat. 259.

(2) Subsection (j) of such section is amended by striking out "subsection (e)" and inserting in lieu thereof "this section". 42 USC 2000e-5.

SEC. 5. Section 707 of the Civil Rights Act of 1964 is amended by adding at the end thereof the following new subsection: 42 USC 2000e-6.

"(c) Effective two years after the date of enactment of the Equal Employment Opportunity Act of 1972, the functions of the Attorney General under this section shall be transferred to the Commission, together with such personnel, property, records, and unexpended balances of appropriations, allocations, and other funds employed, used, held, available, or to be made available in connection with such functions unless the President submits, and neither House of Congress vetoes, a reorganization plan pursuant to chapter 9 of title 5, United States Code, inconsistent with the provisions of this subsection. The Commission shall carry out such functions in accordance with subsections (d) and (e) of this section. Transfer of functions. 80 Stat. 394; 85 Stat. 574. 5 USC 901.

"(d) Upon the transfer of functions provided for in subsection (c) of this section, in all suits commenced pursuant to this section prior to the date of such transfer, proceedings shall continue without abatement, all court orders and decrees shall remain in effect, and the Commission shall be substituted as a party for the United States of America, the Attorney General, or the Acting Attorney General, as appropriate.

"(e) Subsequent to the date of enactment of the Equal Employment Opportunity Act of 1972, the Commission shall have authority to investigate and act on a charge of a pattern or practice of discrimination, whether filed by or on behalf of a person claiming to be aggrieved or by a member of the Commission. All such actions shall be conducted in accordance with the procedures set forth in section 706 of this Act." Authority. Ante, p. 104.

SEC. 6. Subsections (b), (c), and (d) of section 709 of the Civil

Rights Act of 1964 (78 Stat. 263; 42 U.S.C. 2000e-8(b)-(d)) are amended to read as follows:

State and local agencies, cooperation.

"(b) The Commission may cooperate with State and local agencies charged with the administration of State fair employment practices laws and, with the consent of such agencies, may, for the purpose of carrying out its functions and duties under this title and within the limitation of funds appropriated specifically for such purpose, engage in and contribute to the cost of research and other projects of mutual interest undertaken by such agencies, and utilize the services of such agencies and their employees, and, notwithstanding any other provision of law, pay by advance or reimbursement such agencies and their employees for services rendered to assist the Commission in carrying out this title. In furtherance of such cooperative efforts, the Commission may enter into written agreements with such State or local agencies and such agreements may include provisions under which the Commission shall refrain from processing a charge in any cases or class of cases specified in such agreements or under which the Commission shall relieve any person or class of persons in such State or locality from requirements imposed under this section. The Commission shall rescind any such agreement whenever it determines that the agreement no longer serves the interest of effective enforcement of this title.

Recordkeeping; reports.

"(c) Every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports therefrom as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders thereunder. The Commission shall, by regulation, require each employer, labor organization, and joint labor-management committee subject to this title which controls an apprenticeship or other training program to maintain such records as are reasonably necessary to carry out the purposes of this title, including, but not limited to, a list of applicants who wish to participate in such program, including the chronological order in which applications were received, and to furnish to the Commission upon request, a detailed description of the manner in which persons are selected to participate in the apprenticeship or other training program. Any employer, employment agency, labor organization, or joint labor-management committee which believes that the application to it of any regulation or order issued under this section would result in undue hardship may apply to the Commission for an exemption from the application of such regulation or order, and, if such application for an exemption is denied, bring a civil action in the United States district court for the district where such records are kept. If the Commission or the court, as the case may be, finds that the application of the regulation or order to the employer, employment agency, or labor organization in question would impose an undue hardship, the Commission or the court, as the case may be, may grant appropriate relief. If any person required to comply with the provisions of this subsection fails or refuses to do so, the United States district court for the district in which such person is found, resides, or transacts business, shall, upon application of the Commission, or the Attorney General in a case involving a government, governmental agency or political subdivision, have jurisdiction to issue to such person an order requiring him to comply.

State and Federal agencies, coordination.

"(d) In prescribing requirements pursuant to subsection (c) of this section, the Commission shall consult with other interested State and Federal agencies and shall endeavor to coordinate its requirements

with those adopted by such agencies. The Commission shall furnish upon request and without cost to any State or local agency charged with the administration of a fair employment practice law information obtained pursuant to subsection (c) of this section from any employer, employment agency, labor organization, or joint labor-management committee subject to the jurisdiction of such agency. Such information shall be furnished on condition that it not be made public by the recipient agency prior to the institution of a proceeding under State or local law involving such information. If this condition is violated by a recipient agency, the Commission may decline to honor subsequent requests pursuant to this subsection." Information, availability.

SEC. 7. Section 710 of the Civil Rights Act of 1964 (78 Stat. 264; 42 U.S.C. 2000e–9) is amended to read as follows:

"INVESTIGATORY POWERS

"SEC. 710. For the purpose of all hearings and investigations conducted by the Commission or its duly authorized agents or agencies, section 11 of the National Labor Relations Act (49 Stat. 455; 29 U.S.C. 161) shall apply." 61 Stat. 150; 84 Stat. 930.

SEC. 8. (a) Section 703(a)(2) of the Civil Rights Act of 1964 (78 Stat. 255; 42 U.S.C. 2000e–2(a)(2)) is amended by inserting the words "or applicants for employment" after the words "his employees".

(b) Section 703(c)(2) of such Act is amended by inserting the words "or applicants for membership" after the word "membership".

(c)(1) Section 704(a) of such Act is amended by inserting a comma and the following: "or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs," after "employment agency". 42 USC 2000e–3.

(2) Section 704(b) of such Act is amended by (A) striking out "or employment agency" and inserting in lieu thereof "employment agency, or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs.", and (B) inserting a comma and the words "or relating to admission to, or employment in, any program established to provide apprenticeship or other training by such a joint labor-management committee" before the word "indicating".

(d) Section 705(a) of the Civil Rights Act of 1964 (78 Stat. 258; 42 U.S.C. 2000e–4(a)) is amended to read as follows: Equal Employment Opportunity Commission.

"SEC. 705. (a) There is hereby created a Commission to be known as the Equal Employment Opportunity Commission, which shall be composed of five members, not more than three of whom shall be members of the same political party. Members of the Commission shall be appointed by the President by and with the advice and consent of the Senate for a term of five years. Any individual chosen to fill a vacancy shall be appointed only for the unexpired term of the member whom he shall succeed, and all members of the Commission shall continue to serve until their successors are appointed and qualified, except that no such member of the Commission shall continue to serve (1) for more than sixty days when the Congress is in session unless a nomination to fill such vacancy shall have been submitted to the Senate, or (2) after the adjournment sine die of the session of the Senate in which such nomination was submitted. The President shall designate one member to serve as Chairman of the Commission, and one member to serve as Vice Chairman. The Chairman shall be responsible on behalf of the Commission for the administrative operations of the Commission, and, except as provided in subsection (b), shall appoint, in accordance with the provisions of title 5, United States Term.

5 USC 101 et seq.

Code, governing appointments in the competitive service, such officers, agents, attorneys, hearing examiners, and employees as he deems necessary to assist it in the performance of its functions and to fix their compensation in accordance with the provisions of chapter 51 and

5 USC 5101, 5331.

subchapter III of chapter 53 of title 5, United States Code, relating to classification and General Schedule pay rates: *Provided*, That

5 USC 5332 note.

assignment, removal, and compensation of hearing examiners shall be in accordance with sections 3105, 3344, 5362, and 7521 of title 5, United States Code."

80 Stat. 415, 425, 473, 528.

(e)(1) Section 705 of such Act is amended by inserting after subsection (a) the following new subsection (b):

78 Stat. 258. 42 USC 2000e-4. General Counsel, appointment.

"(b)(1) There shall be a General Counsel of the Commission appointed by the President, by and with the advice and consent of the Senate, for a term of four years. The General Counsel shall have responsibility for the conduct of litigation as provided in sections 706

Ante, p. 104.

and 707 of this title. The General Counsel shall have such other duties

Ante, p. 107.

as the Commission may prescribe or as may be provided by law and shall concur with the Chairman of the Commission on the appointment and supervision of regional attorneys. The General Counsel of the Commission on the effective date of this Act shall continue in such position and perform the functions specified in this subsection until a successor is appointed and qualified.

"(2) Attorneys appointed under this section may, at the direction of the Commission, appear for and represent the Commission in any case in court, provided that the Attorney General shall conduct all litigation to which the Commission is a party in the Supreme Court pursuant to this title."

Repeal.

(2) Subsections (e) and (h) of such section 705 are repealed.

(3) Subsections (b), (c), (d), (i), and (j) of such section 705, and all references thereto, are redesignated as subsections (c), (d), (e), (h), and (i), respectively.

(f) Section 705(g)(6) of such Act, is amended to read as follows:

"(6) to intervene in a civil action brought under section 706 by an aggrieved party against a respondent other than a government, governmental agency or political subdivision."

42 USC 2000e-13.

(g) Section 714 of such Act is amended to read as follows:

"FORCIBLY RESISTING THE COMMISSION OR ITS REPRESENTATIVES

"SEC. 714. The provisions of sections 111 and 1114, title 18, United

62 Stat. 688; 65 Stat. 721.

States Code, shall apply to officers, agents, and employees of the Commission in the performance of their official duties. Notwithstanding the provisions of sections 111 and 1114 of title 18, United States Code, whoever in violation of the provisions of section 1114 of such title kills a person while engaged in or on account of the performance of his official functions under this Act shall be punished by imprisonment for any term of years or for life."

80 Stat. 460; 84 Stat. 1604; 85 Stat. 625.

SEC. 9. (a) Section 5314 of title 5 of the United States Code is amended by adding at the end thereof the following new clause:

"(58) Chairman, Equal Employment Opportunity Commission."

(b) Clause (72) of section 5315 of such title is amended to read as follows:

"(72) Members, Equal Employment Opportunity Commission (4)."

Repeal.

(c) Clause (111) of section 5316 of such title is repealed.

84 Stat. 908.

(d) Section 5316 of such title is amended by adding at the end thereof the following new clause:

"(131) General Counsel of the Equal Employment Opportunity Commission."

SEC. 10. Section 715 of the Civil Rights Act of 1964 is amended to read as follow

78 Stat. 265. 42 USC 2000e-14 note.

"EQUAL EMPLOYMENT OPPORTUNITY COORDINATING COUNCIL

"SEC. 715. There shall be established an Equal Employment Opportunity Coordinating Council (hereinafter referred to in this section as the Council) composed of the Secretary of Labor, the Chairman of the Equal Employment Opportunity Commission, the Attorney General, the Chairman of the United States Civil Service Commission, and the Chairman of the United States Civil Rights Commission, or their respective delegates. The Council shall have the responsibility for developing and implementing agreements, policies and practices designed to maximize effort, promote efficiency, and eliminate conflict, competition, duplication and inconsistency among the operations, functions and jurisdictions of the various departments, agencies and branches of the Federal Government responsible for the implementation and enforcement of equal employment opportunity legislation, orders, and policies. On or before July 1 of each year, the Council shall transmit to the President and to the Congress a report of its activities, together with such recommendations for legislative or administrative changes as it concludes are desirable to further promote the purposes of this section."

Report to President and Congress.

SEC. 11. Title VII of the Civil Rights Act of 1964 (78 Stat. 253; 42 U.S.C. 2000e et seq.) is amended by adding at the end thereof the following new section:

Ante, p. 103.

"NONDISCRIMINATION IN FEDERAL GOVERNMENT EMPLOYMENT

"SEC. 717. (a) All personnel actions affecting employees or applicants for employment (except with regard to aliens employed outside the limits of the United States) in military departments as defined in section 102 of title 5, United States Code, in executive agencies (other than the General Accounting Office) as defined in section 105 of title 5, United States Code (including employees and applicants for employment who are paid from nonappropriated funds), in the United States Postal Service and the Postal Rate Commission, in those units of the Government of the District of Columbia having positions in the competitive service, and in those units of the legislative and judicial branches of the Federal Government having positions in the competitive service, and in the Library of Congress shall be made free from any discrimination based on race, color, religion, sex, or national origin.

80 Stat. 378.

"(b) Except as otherwise provided in this subsection, the Civil Service Commission shall have authority to enforce the provisions of subsection (a) through appropriate remedies, including reinstatement or hiring of employees with or without back pay, as will effectuate the policies of this section, and shall issue such rules, regulations, orders and instructions as it deems necessary and appropriate to carry out its responsibilities under this section. The Civil Service Commission shall—

Enforcement; rules and regulations.

"(1) be responsible for the annual review and approval of a national and regional equal employment opportunity plan which each department and agency and each appropriate unit referred to in subsection (a) of this section shall submit in order to maintain an affirmative program of equal employment opportunity for all such employees and applicants for employment;

National and regional plan, annual review.

86 STAT. 112

Progress reports, publication.

"(2) be responsible for the review and evaluation of the operation of all agency equal employment opportunity programs, periodically obtaining and publishing (on at least a semiannual basis) progress reports from each such department, agency, or unit; and

"(3) consult with and solicit the recommendations of interested individuals, groups, and organizations relating to equal employment opportunity.

The head of each such department, agency, or unit shall comply with such rules, regulations, orders, and instructions which shall include a provision that an employee or applicant for employment shall be notified of any final action taken on any complaint of discrimination filed by him thereunder. The plan submitted by each department, agency, and unit shall include, but not be limited to—

"(1) provision for the establishment of training and education programs designed to provide a maximum opportunity for employees to advance so as to perform at their highest potential; and

"(2) a description of the qualifications in terms of training and experience relating to equal employment opportunity for the principal and operating officials of each such department, agency, or unit responsible for carrying out the equal employment opportunity program and of the allocation of personnel and resources proposed by such department, agency, or unit to carry out its equal employment opportunity program.

Librarian of Congress, authority.

With respect to employment in the Library of Congress, authorities granted in this subsection to the Civil Service Commission shall be exercised by the Librarian of Congress.

"(c) Within thirty days of receipt of notice of final action taken by a department, agency, or unit referred to in subsection 717(a), or by the Civil Service Commission upon an appeal from a decision or order of such department, agency, or unit on a complaint of discrimination based on race, color, religion, sex or national origin, brought pursuant to subsection (a) of this section, Executive Order 11478 or any succeeding Executive orders, or after one hundred and eighty days from the filing of the initial charge with the department, agency, or unit or with the Civil Service Commission on appeal from a decision or order of such department, agency, or unit until such time as final action may be taken by a department, agency, or unit, an employee or applicant for employment, if aggrieved by the final disposition of his complaint, or by the failure to take final action on his complaint, may file a civil action as provided in section 706, in which civil action the head of the department, agency, or unit, as appropriate, shall be the defendant.

42 USC 2000e note.

Ante, p. 104.

78 Stat. 259. 42 USC 2000e-5.

"(d) The provisions of section 706 (f) through (k), as applicable, shall govern civil actions brought hereunder.

"(e) Nothing contained in this Act shall relieve any Government agency or official of its or his primary responsibility to assure nondiscrimination in employment as required by the Constitution and statutes or of its or his responsibilities under Executive Order 11478 relating to equal employment opportunity in the Federal Government."

USC prec. title 1.

80 Stat. 453; 84 Stat. 1955.

SEC. 12. Section 5108(c) of title 5, United States Code, is amended by—

(1) striking out the word "and" at the end of paragraph (9);

(2) striking out the period at the end of paragraph (10) and inserting in lieu thereof a semicolon and the word "and"; and

(3) by adding immediately after paragraph (10) the last time it appears therein in the following new paragraph:

"(11) the Chairman of the Equal Employment Opportunity Commission, subject to the standards and procedures prescribed by this chapter, may place an additional ten positions in the Equal Employment Opportunity Commission in GS-16, GS-17, and GS-18 for the purposes of carrying out title VII of the Civil Rights Act of 1964."

SEC. 13. Title VII of the Civil Rights Act of 1964 (78 Stat. 253; 42 U.S.C. 2000e et seq.) is further amended by adding at the end thereof the following new section: Ante, p. 111.

"SPECIAL PROVISION WITH RESPECT TO DENIAL, TERMINATION, AND SUSPENSION OF GOVERNMENT CONTRACTS

"SEC. 718. No Government contract, or portion thereof, with any employer, shall be denied, withheld, terminated, or suspended, by any agency or officer of the United States under any equal employment opportunity law or order, where such employer has an affirmative action plan which has previously been accepted by the Government for the same facility within the past twelve months without first according such employer full hearing and adjudication under the provisions of title 5, United States Code, section 554, and the following pertinent sections: *Provided*, That if such employer has deviated substantially from such previously agreed to affirmative action plan, this section shall not apply: *Provided further*, That for the purposes of this section an affirmative action plan shall be deemed to have been accepted by the Government at the time the appropriate compliance agency has accepted such plan unless within forty-five days thereafter the Office of Federal Contract Compliance has disapproved such plan." 80 Stat. 384.

SEC. 14. The amendments made by this Act to section 706 of the Civil Rights Act of 1964 shall be applicable with respect to charges pending with the Commission on the date of enactment of this Act and all charges filed thereafter. Effective date. Ante, p. 104.

Approved March 24, 1972.

LEGISLATIVE HISTORY:

HOUSE REPORTS: No. 92-238 (Comm. on Education and Labor) and No. 92-899 (Comm. of Conference).
SENATE REPORTS: No. 92-415 accompanying S. 2515 (Comm. on Labor and Public Welfare) and No. 92-416 (Comm. on Labor and Public Welfare) and No. 92-681 (Comm. of Conference).
CONGRESSIONAL RECORD:
Vol. 117 (1971): Sept. 15,16, considered and passed House.
Vol. 118 (1972): Jan. 19-21, 24-28, 31, Feb. 1-4, 7-9, 14-18, 21, 22, considered and passed Senate, amended, in lieu of S. 2515.
Mar. 6, Senate agreed to conference report.
Mar. 8, House agreed to conference report.
WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS, Vol. 8, No. 13:
Mar. 25, Presidential statement.

O

Executive Order 11478

EQUAL EMPLOYMENT OPPORTUNITY IN THE FEDERAL GOVERNMENT

It has long been the policy of the United States Government to provide equal opportunity in Federal employment on the basis of merit and fitness and without discrimination because of race, color, religion, sex, or national origin. All recent Presidents have fully supported this policy, and have directed department and agency heads to adopt measures to make it a reality.

As a result, much has been accomplished through positive agency programs to assure equality of opportunity. Additional steps, however, are called for in order to strengthen and assure fully equal employment opportunity in the Federal Government.

NOW, THEREFORE, under and by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered as follows:

Section 1. It is the policy of the Government of the United States to provide equal opportunity in Federal employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a continuing affirmative program in each executive department and agency. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of civilian employees of the Federal Government.

Sec. 2. The head of each executive department and agency shall establish and maintain an affirmative program of equal employment opportunity for all civilian employees and applicants for employment within his jurisdiction in accordance with the policy set forth in section 1. It is the responsibility of each department and agency head, to the maximum extent possible, to provide sufficient resources to administer such a program in a positive and effective manner; assure that recruitment activities reach all sources of job candidates; utilize to the fullest extent the present skills of each employee; provide the maximum feasible opportunity to employees to enhance their skills so they may perform at their highest potential and advance in accordance with their abilities; provide training and advice to managers and supervisors to assure their understanding and implementation of the policy expressed in this Order; assure participation at the local level with other employers, schools, and public or private groups in cooperative efforts to improve community conditions which affect employability; and provide for a system within the department or agency for periodically evaluating the effectiveness with which the policy of this Order is being carried out.

Sec. 3. The Civil Service Commission shall provide leadership and guidance to departments and agencies in the conduct of equal employment opportunity programs for the civilian employees of and applicants for employment within the executive departments and agencies in order to assure that personnel operations in Government departments and agencies carry out the objective of equal opportunity for all persons. The Commission shall review and evaluate agency program operations periodically, obtain such reports from departments and agencies as it deems necessary, and report to the President as appropriate on overall progress. The Commission will consult from time to time with such individuals, groups, or organizations as may be of assistance in improving the Federal program and realizing the objectives of this Order.

Sec. 4. The Civil Service Commission shall provide for the prompt, fair, and impartial consideration of all complaints of discrimination in Federal employment on the basis of race, color, religion, sex, or national origin. Agency systems shall provide access to counseling for employees who feel aggrieved and shall encourage the resolution of employee problems on an informal basis. Procedures for the consideration of complaints shall include at least one impartial review within the executive department or agency and shall provide for appeal to the Civil Service Commission.

Sec. 5. The Civil Service Commission shall issue such regulations, orders, and instructions as it deems necessary and appropriate to carry out this Order and assure that the executive branch of the Government leads the way as an equal opportunity employer, and the head of each executive department and agency shall comply with the regulations, orders, and instructions issued by the Commission under this Order.

Sec. 6. This Order applies (a) to military departments as defined in section 102 of title 5, United States Code, and executive agencies (other than the General Accounting Office) as defined in section 105 of title 5, United States Code, and to the employees thereof (including employees paid from nonappropriated funds), and (b) to those portions of the legislative and judicial branches of the Federal Government and of the Government of the District of Columbia having positions in the competitive service and to the employees in those positions. This Order does not apply to aliens employed outside the limits of the United States.

Sec. 7. Part I of Executive Order No. 11246 of September 24, 1965, and those parts of Executive Order No. 11375 of October 13, 1967, which apply to Federal employment, are hereby superseded.

RICHARD NIXON

THE WHITE HOUSE,
August 8, 1969

THE PRESIDENT'S 16-POINT EEO PROGRAM

1. Appoint a full-time official in the Civil Service Commission to provide advice and assistance on matters relating to the Spanish-surnamed population and to assure full application of the EEO program in all federal agencies to this group.

2. An intensified drive to recruit Spanish-surnamed persons, particularly for identified public contact positions, in areas of heavy Spanish-speaking population, including the southwestern states and Chicago, Detroit, and New York, as well as certain other major metropolitan areas.

3. Use specialized recruitment teams, to include Spanish-speaking persons, for college recruitment, particularly at colleges with heavy Spanish-speaking enrollments.

4. Begin work immediately with OEO, HEW, HUD and Labor Department to find ways to enhance opportunities at all levels for Spanish-surnamed Americans in programs dealing with the Spanish-speaking population as well as in other programs and in key occupations.

5. Step up recruitment for the Cooperative Education Program at colleges with significant numbers of Spanish-speaking students to permit entry from FSEE registers without necessity of written examination.

6. Emphasize to Federal agencies availability of selective placement on bilingual basis so Spanish-speaking persons may be reached for appointment to positions dealing with the Spanish-surnamed population.

7. Hold an EEO conference of federal managers and equal opportunity officials in the Southwest designed to assure equal opportunity for Spanish-speaking persons in employment and upward mobility in federal agencies.

8. Develop plans for federal agencies under CSC area office leadership to work with high schools in Spanish-speaking areas to make known job opportunities in the Federal Government and to counsel and to encourage students to stay in school.

9. Hire for summer employment in federal agencies high school and college teachers from schools serving Spanish-speaking students to give them understanding of the Federal Government which they can relate to students.

10. Make a special effort to inform Spanish-surnamed veterans of availability of non-competitive appointments for Vietnam Area Veterans including GS-5 level.

11. Require federal agencies to review their EEO action plans and minority employment figures and make any necessary revisions to assure the full applicability of the plans to the Spanish-surnamed population.

12. Review with agencies the staffing of EEO program to make sure that there is understanding in the program of the special problems of the Spanish-speaking.

13. Provide additional training programs on EEO and personnel management for federal managers in areas of Spanish-speaking population.

14. With the Department of Labor, explore the feasibility of establishing an inter-governmental training facility for upward mobility and skills training for federal, state and local careers in the Southwest, probably in San Antonio.

15. Collect necessary data and broaden analysis of minority statistics to bring out special information relating to employment and upward mobility of Spanish-surnamed persons in the Federal Government.

16. Require EEO reports from agencies to reflect special information on Spanish-surnamed persons and include in the CSC agenda for EEO evaluation questions directed at particular problems relating the employment and upward mobility of Spanish-surnamed persons.

October 1970 Richard Nixon

E. O. 11625

NATIONAL PROGRAM FOR MINORITY BUSINESS ENTERPRISE

[¶ 29,337]

(Issued 10/14/71, 36 F. R. 19967.)

The opportunity for full participation in our free enterprise system by socially and economically disadvantaged persons is essential if we are to obtain social and economic justice for such persons and improve the functioning of our national economy.

The Office of Minority Business Enterprise, established in 1969, greatly facilitated the strengthening and expansion of our minority enterprise program. In order to take full advantage of resources and opportunities in the minority enterprise field, we now must build on this foundation. One important way of improving our efforts is by clarifying the authority of the Secretary of Commerce (a) to implement Federal policy in support of the minority business enterprise program; (b) provide additional technical and management assistance to disadvantaged businesses; (c) to assist in demonstration projects; and (d) to coordinate the participation of all Federal departments and agencies in an increased minority enterprise effort.

NOW THEREFORE, by virtue of the authority vested in me as President of the United States, it is ordered as follows:

SECTION 1. *Functions of the Secretary of Commerce.* (a) The Secretary of Commerce (hereinafer referred to as "the Secretary") shall—

(1) Coordinate as consistent with law the plans, programs, and operations of the Federal Government which affect or may contribute to the establishment, preservation, and strengthening of minority business enterprise.

(2) Promote the mobilization of activities and resources of State and local governments, businesses and trade associations, universities, foundations, professional organizations, and volunteer and other groups towards the growth of minority business enterprises, and facilitate the coordination of the efforts of these groups with those of Federal departments and agencies.

(3) Establish a center for the development, collection, summarization, and dissemination of information that will be helpful to persons and organizations throughout the Nation in undertaking or promoting the establishment and successful operation of minority business enterprise.

(4) Within constraints of law and appropriations therefor, and according to his discretion, provide financial assistance to public and private organizations so that they may render technical and management assistance to minority business enterprises, and defray all or part of the costs of pilot or demonstration projects conducted by public or private agencies or organizations which are designed to overcome the special problems of minority business enterprises or otherwise to further the purposes of this order.

(b) The Secretary, as he deems necessary or appropriate to enable him to better fulfill the responsibilities vested in him by subsection (a), may—

(1) With the participation of other Federal departments and agencies as appropriate, develop comprehensive plans and specific program goals for the minority enterprise program; establish regular performance monitoring and reporting systems to assure that goals are being achieved; and evaluate the impact of Federal support in achieving the objectives established by this order.

(2) Require a coordinated review of all proposed Federal training and technical assistance activities in direct support of the minority enterprise program to assure consistency with program goals and to avoid duplication.

(3) Convene, for purposes of coordination, meetings of the heads of such departments and agencies, or their designees, whose programs and activities may affect or contribute to the purposes of this order.

(4) Convene business leaders, educators, and other representatives of the private sector who are engaged in assisting the development of minority business enterprise or who could contribute to its development, for the purpose of proposing, evaluating and coordinating governmental and private activities in furtherance of the objectives of this order.

(5) Confer with and advise officials of State and local governments.

(6) Provide the managerial and organizational framework through which joint or collaborative undertakings with Federal departments or agencies or private organizations can be planned and implemented.

(7) Recommend appropriate legislative or executive actions.

SEC. 2. *Advisory Council for Minority Enterprise.* (a) The Advisory Council for Minority Enterprise (hereinafter referred to as "the Council"), established by Executive Order No. 11458 of March 5, 1969, shall continue in existence under the terms of this order.

(b) The Council shall be composed of members appointed by the President from among persons, including members of minority groups and representatives from minority business enterprises, who are knowledgeable in this field and who are dedicated to the purposes of this order. The members shall serve for a term of two years and may be reappointed.

(c) The President shall designate one of the members of the Council as the Chairman of the Council.

(d) The Council shall meet at the call of the Secretary.

(e) The Council shall be advisory to the Secretary in which capacity it shall—

(1) Serve as a source of knowledge and information on developments in different fields and segments of our economic and social life which affect minority business enterprise.

(2) Keep abreast of plans, programs, and activities in the public and private sectors which relate to minority business enterprise, and advise the Secretary on any measures to better achieve the objectives of this order.

(3) Consider, and advise the Secretary, and such officials as he may designate, on problems and matters referred to the Council.

(f) For the purposes of Executive Order No. 11007 of February 26, 1962, the Council shall be deemed to have been formed by the Secretary.

(g) Members of the Council shall be entitled to receive travel and expenses, including per diem in lieu of subsistence, as authorized by law (5 U. S. C. 5701-5708) for persons in the Government service employed intermittently.

(h) The Secretary shall arrange for administrative support of the Council to the extent necessary, including use of any gifts or bequests accepted by the Department of Commerce pursuant to law.

SEC. 3. *Responsibilities of Other Federal Departments and Agencies.* (a) The head of each Federal department and agency, or a representative designated by him, when and in the manner so requested by the Secretary, shall furnish information, assistance, and reports to, and shall otherwise cooperate with, the Secretary in the performance of his functions hereunder.

(b) The head of each Federal department or agency shall, when so requested by the Secretary, designate his Under Secretary or such other similar official to have primary and continuing responsibility for the participation and cooperation of that department or agency in matters concerning minority business enterprise.

(c) The officials designated under the preceding paragraph, when so requested, shall review and report to the Secretary upon the policies and programs of the minority business enterprise program, and shall keep the Secretary informed of all proposed budgets, plans and programs of his department or agency affecting minority business enterprise.

(d) The head of each Federal department or agency, or a representative designated by him, shall, to the extent provided under regulations issued by the Secretary after

consultation with the official designated in paragraph (b) above, report to the Secretary on any activity that falls within the scope of the minority business enterprise program as defined herein and in those regulations.

(e) Each Federal department or agency shall, within constraints of law and appropriations therefor, continue all current efforts to foster and promote minority business enterprises and to support the program herein set forth, and shall cooperate with the Secretary of Commerce in increasing the total Federal effort.

SEC. 4. *Reports.* The Secretary shall, not later than 120 days after the close of each fiscal year, submit to the President a full report of his activities hereunder during the previous fiscal year. Further, the Secretary shall, from time to time, submit to the President his recommendations for legislation or other action as he deems desirable to promote the purposes of this order. Each Federal department or agency shall report to the Secretary as hereinabove provided on a timely basis so that the Secretary may consider such reports for his report and recommendations to the President. Each Federal department or agency shall develop and implement systematic data collection processes which will provide to the Office of Minority Business Enterprise Information Center current data helpful in evaluating and promoting the efforts herein described.

SEC. 5. *Policies and Standards.* The Secretary may establish such policies, standards, definitions, criteria, and procedures to govern the implementation, interpretation, and application of this order, and generally perform such functions and take such steps as he may deem to be necessary or appropriate to achieve the purposes and carry out the provisions hereof.

SEC. 6. *Definitions.* For purposes of this order, the following definitions shall apply:

(a) "Minority business enterprise" means a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, Negroes, Puerto Ricans, Spanish-speaking Americans, American Indians, Eskimos, and Aleuts.

(b) "State" means the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the territories and possessions of the United States, and the Trust Territory of the Pacific Islands.

SEC. 7. *Construction.* Nothing in this order shall be construed as subjecting any function vested in, or assigned pursuant to law to, any Federal department or agency or head thereof to the authority of any other agency or office exclusively, or as abrogating or restricting any such function in any manner.

SEC. 8. *Prior Executive Order.* Executive Order No. 11458 of March 5, 1969, is hereby superseded.

California Code of Fair Practices

ARTICLE I. Policy Declaration

Equal opportunity for all citizens is the policy of the State of California in all of its activities. Employees shall rigorously enforce that policy. They shall take any or all affirmative action necessary to assure equality of opportunity in the internal affairs of state government and in its relations with the general public, including correction of any past inequity which may tend to deny equal opportunity to all.

ARTICLE II. Personnel Policies of State Agencies

State officials and supervisory employees shall recruit, appoint, assign, train, evaluate, and promote state personnel on the basis of merit and fitness, without regard to race, sex, color, religion, national origin, or ancestry. All state agencies shall promulgate clear, written directives to carry out this policy and to guarantee equal employment opportunities at all levels of state government. They shall regularly review their personnel practices to assure compliance. Where existing staffing patterns reflect less than complete adherence, they shall determine the cause, and if necessary, initiate special recruitment programs to correct the situation. They shall conduct continuing orientation and training programs with emphasis on human relations and fair employment practices. The State Personnel Board shall take positive steps to insure that the entire civil service process is free from conscious, unconscious, or inadvertent bias of any kind.

ARTICLE III. Services and Facilities

All services of every state agency shall be performed without discrimination based on race, sex, color, religion, national origin, or ancestry. No state facility shall be used in furtherance of any discriminatory practice, nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning such practices. Each state agency shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy, and shall instigate sustained, comprehensive affirmative action programs to remedy any defects found to exist.

ARTICLE IV. Contracts and Subcontracts

Every state contract and subcontract for public works or for goods or services shall contain a clause prohibiting discriminatory employment practices by contractors and subcontractors based on race, sex, color, religion, national origin, or ancestry. The nondiscrimination clause shall include a provision requiring state contractors and subcontractors to give written notice of their commitments under this clause to any labor union with which they have a collective bargaining or other agreement and to undertake such affirmative action as will fully implement the purposes of this Code of Fair Practices. Such contractual provisions shall be fully and effectively enforced, and any breach of them shall be regarded as a material breach of the contract. Annually, each state agency shall submit to the Governor certification of compliance with these provisions by all contractors and subcontractors.

ARTICLE V. State Employment Services

All state agencies, including educational institutions, which provide employment referral or placement services to public or private employers shall accept job orders only on a nondiscriminatory basis, except where such services are clearly and explicitly for the purpose of correcting an imbalance. They shall reject any job order designed to exclude any member of a minority group because of race, sex, color, religion, national origin, or ancestry. They shall advise the Fair Employment Practice Commission of employers or unions known to persist in restrictive hiring practices. They shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants of various racial, religious, and ethnic backgrounds. In addition, the Department of Human Resources Development shall fully utilize its knowledge of the labor market, and contracts with job applicants, employers, and unions for promotion of equal employment opportunities.

ARTICLE VI. State Fair Employment Practice Commission

All state agencies shall cooperate fully with the Fair Employment Practice Commission on its enforcement and educational programs. They shall comply with its requests for information concerning practices found to be, or alleged to be, inconsistent with the state policy of nondiscrimination, and they shall follow its recommendations for giving effect to that policy. In addition to discharging its enforcement duties, the Commission shall place emphasis on programs of affirmative action in the field of human rights.

ARTICLE VII. Education, Counseling, and Training Programs

All educational, counseling, and vocational guidance programs and all apprenticeship and on-the-job training programs of state agencies, or in which state agencies participate, shall be open to all qualified persons, without regard to race, sex, color, religion, national origin, or ancestry. Such programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all students and trainees, with special attention to the problems of culturally deprived, educationally handicapped, or economically disadvantaged persons. Expansion of training opportunities under these programs shall also be encouraged with a view toward involving larger numbers of participants from these segments of the labor force where the need for upgrading levels of skill is greatest.

ARTICLE VIII. Private Educational Institutions

All private educational institutions licensed or chartered by the State, including professional, business, and vocational training schools, shall be required to show compliance with the state policy of nondiscrimination in their student admissions and other practices as a condition of continued participation in any state program or eligibility to receive any form of state assistance.

ARTICLE IX. Licensing and Regulatory Agencies

State agencies shall not consider any individual's race, sex, color, religion, national origin, or ancestry in granting, denying or revoking a license or charter; nor shall any person, corporation, or business firm which is licensed or regulated by the State discriminate against or segregate any person on such grounds. All businesses licensed or regulated by the State shall operate on a nondiscriminatory basis, according equal treatment and access to their services to all persons. Any licensee or charter holder who fails to comply with this policy shall be subject to such disciplinary action as is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency.

ARTICLE X. Housing Accommodations

No person, corporation, or firm licensed or chartered by the State to engage in the business of selling, leasing, renting, financing, building, or developing housing accommodations shall discriminate against any prospective buyer, lessee, or tenant because of race, sex, color, religion, national origin, or ancestry; nor shall any licensee or charter holder solicit, induce or promote the sale, lease or the listing for sale or lease, of residential property on the ground that a person, female or male, of minority racial, religious or ethnic background has or has not established or will or will not establish residence in the neighborhood, nor shall any licensee or charter holder knowingly engage in any activities deliberately designed to promote or perpetuate neighborhood segregation. All such licensees or charter holders shall cooperate fully with the State Fair Employment Practice Commission in its educational and promotional activities designed to eliminate unlawful discrimination in housing accommodations. Any real estate broker or salesman, corporate owner, lending institution, homebuilder, or developer who fails to comply with this policy shall be subject to such disciplinary action as is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency.

ARTICLE XI. Public Schools

Through its policy declarations and staff services, the State Board of Education shall assist local school districts in eliminating racial segregation and relieving the social, economic and educational deficiencies resulting from segregation in the State's public schools. The Board shall provide incentive and encourage the recruitment of quality administrators and teachers who will accept employment and private residence in those school districts where quality education is most critically needed. The Board shall also pursue programs promoting fair employment practices for certificated teachers and approving textbooks which accurately and realistically portray the contributions of minority groups to the history and culture of this state and nation.

ARTICLE XII. State Financial Assistance

Race, sex, color, religion, national origin, or ancestry shall not be considered in administering state programs involving the distribution of funds to qualified recipients for benefits authorized by law; nor shall state agencies provide grants, loans, or other financial assistance to public agencies, private institutions or organizations which engage in or promote discriminatory practices.

ARTICLE XIII. Law Enforcement

Through the Attorney General's Office, the state shall encourage local law enforcement agencies to develop special training programs in the field of human relations, to establish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers, and to promote mutual understanding and respect for the law enforcement officer's duty to maintain the peace and the citizen's right to protection of his constitutional guarantees.

ARTICLE XIV. Reports

In order to improve and expedite widespread adoption of new or innovative procedures, state agencies shall be required to report progress and developments in affirmative action programs on a continuous basis as they occur and to furnish summary reports as requested by the Governor's Office. Such reports shall include both internal programs and external relations with the public or with other state agencies.

ARTICLE XV. Publication and Posting of Code

Copies of this Code of Fair Practices shall be distributed to all state officials, employees, and the governing boards of all political subdivisions of the state. The code shall be posted in conspicuous locations in all state facilities.

Ronald Reagan

RONALD REAGAN
Governor of California
Sacramento—October 1, 1971

federal register

FRIDAY, FEBRUARY 2, 1973

WASHINGTON, D.C.

Volume 38 ■ Number 22

Pages 3181–3285

PART I

(Part II begins on page 3227)

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RULES AND REGULATIONS

Title 29—Labor

SUBTITLE A—OFFICE OF THE SECRETARY OF LABOR

PART 70—EXAMINATION AND COPYING OF LABOR DEPARTMENT DOCUMENTS

Office of Federal Contract Compliance

Pursuant to authority in 5 U.S.C. 301, 552, 559, in Reorganization Plan No. 6 of 1950 (63 Stat. 1069, 5 U.S.C. Appendix), in 29 U.S.C. 9b and in 31 U.S.C. 483a, 29 CFR Part 70 is amended to add a new § 70.79 pertaining to the Office of Federal Contract Compliance. As this amendment is merely a cross reference to substantive rule making to be published simultaneously, neither notice of proposed rule making nor public participation therein is required by 5 U.S.C. 553. This amendment shall therefore be effective immediately.

§ 70.79 Office of Federal Contract Compliance.

The disclosure of records in the custody of the Office of Federal Contract Compliance or its Compliance Agencies shall be governed by the supplementary regulations published as new Part 60–40 of Title 41 of the Code of Federal Regulations.

Signed at Washington, D.C., this 23d day of January, 1973.

J. D. HODGSON,
Secretary of Labor.

[FR Doc.73-2092 Filed 2-1-73;8:45 am]

Title 41—Public Contracts and Property Management

CHAPTER 60—OFFICE OF FEDERAL CONTRACT COMPLIANCE, EQUAL EMPLOYMENT OPPORTUNITY, DEPARTMENT OF LABOR

PART 60–40—EXAMINATION AND COPYING OF OFCC DOCUMENTS

These rules are issued pursuant to the general rulemaking authority of the OFCC under Executive Order 11246, as amended by Executive Order 11375 and the authority given to component units of the Department of Labor to issue supplementary regulations governing the disclosure of particular or specific records which are in the custody of that departmental unit under 29 CFR 70.71. In accordance with the general administrative responsibility of the Director, OFCC, and his control over the programs and procedures of the various compliance agencies, the rules contained in this part shall be applicable to documents in the custody of the OFCC and the Compliance Agencies which have been obtained pursuant to the authority of Chapter 60 of Title 41 of the Code of Federal Regulations.

As the changes made by this document relate solely to interpretive rules, general statements of policy, and to rules of agency procedure and practice, neither notice of proposed rule making nor public participation therein is required by 5 U.S.C. 553. Since the changes made by this document either relieve restrictions or are interpretative rules, no delay in effective date is required by 5 U.S.C. 553 (d). These rules shall therefore be effective immediately.

In accordance with the spirit of the public policy set forth in 5 U.S.C. 553, interested persons may submit written comments, suggestions, data, or arguments to the Director, Office of Federal Contract Compliance, U.S. Department of Labor, Washington, D.C. 20210, within 45 days of the publication of the regulations contained in this part. Material thus submitted will be evaluated and acted upon in the same manner as if this document were a proposal. Until such time as further changes are made, however, Part 60–40 as revised herein shall remain in effect, thus permitting the public business to proceed more expeditiously.

A new Part 60–40 is added to Title 41, Code of Federal Regulations, reading as follows:

Subpart A—General

Sec.
60–40.1 Purpose and scope.
60–40.2 Information available on request.
60–40.3 Information exempt from compulsory disclosure and which may be withheld.
60–40.4 Information disclosure of which is prohibited by law.

Subpart B—Procedure for Disclosure

60–40.5 Applicability of procedures.
60–40.6 To whom to direct requests.
60–40.7 Partial disclosure.
60–40.8 Facilities and procedures for disclosure.

AUTHORITY: Executive Order 11246, as amended by Executive Order 11375; 5 U.S.C. 553.

Subpart A—General

§ 60–40.1 Purpose and scope.

This part contains the general rules of the OFCC providing for public access to information from records of the OFCC or its various compliance agencies. These regulations implement 5 U.S.C. 552, the Freedom of Information Act and supplement the policy and regulations of the Department of Labor, 29 CFR Part 70. It is the policy of the OFCC to disclose information to the public and to cooperate with other public agencies as well as private parties seeking to eliminate discrimination in employment. This part sets forth generally the categories of records accessible to the public, the types of records subject to prohibitions or restrictions on disclosure, and the places at which and the procedures whereby members of the public may obtain access to and inspect and copy information from records in the custody of the OFCC and the compliance agencies.

§ 60–40.2 Information available on request.

(a) Upon the request of any person for identifiable records obtained or generated pursuant to Executive Order 11246 (as amended) such records shall be made available for inspection and copying, notwithstanding the applicability of the exemption from mandatory disclosure set forth in 5 U.S.C. 552 subsection (b), if it is determined that the requested inspection or copying furthers the public interest and does not impede any of the functions of the OFCC or the Compliance Agencies except in the case of records disclosure of which is prohibited by law.

(b) Consistent with the above, all contract compliance documents within the custody of the OFCC and the Compliance Agencies shall be disclosed upon request unless specifically prohibited by law or as limited elsewhere herein. The types of documents which if in the custody of the OFCC or Compliance Agencies must be disclosed include, but are not limited to, the following:

(1) Affirmative action plans, whether or not reviewed and finally accepted by the OFCC or the Compliance Agencies except as limited in 41 CFR 60–40.3(a)(1).

(2) Imposed plans and hometown plans, pending or approved.

(3) Text of final conciliation agreements.

(4) Validation studies of tests or other preemployment selection methods.

(5) Dates and times of scheduled compliance reviews.

§ 60–40.3 Information exempt from compulsory disclosure and which may be withheld.

(a) The following documents or parts thereof are exempt from mandatory disclosure by the OFCC and the compliance agencies, and should be withheld if it is determined that the requested inspection or copying does not further the public interest and might impede the discharge of any of the functions of the OFCC or the Compliance Agencies.

(1) Those portions of affirmative action plans such as goals and timetables which would be confidential commercial or financial information because they indicate, and only to the extent that they indicate, that a contractor plans major shifts or changes in his personnel requirements and he has not made this information available to the public. A determination by an agency to withhold this type of information should be made only after receiving verification and a satisfactory explanation from the contractor that the information should be withheld.

(2) Those portions of affirmative action plans which constitute information on staffing patterns and pay scales but only to the extent that their release would injure the business or financial position of the contractor, would constitute a release of confidential financial information of an employee or would constitute an unwarranted invasion of the privacy of an employee.

(3) The names of individual complainants.

(4) The assignments to particular contractors of named compliance officers if such disclosure would subject the named compliance officers to undue harassment or would affect the efficient enforcement of the Executive order.

(5) Compliance investigation files including the standard compliance review report and related documents, during the course of the review to which they pertain or while enforcement action against the contractor is in progress or contemplated within a reasonable time. Thereafter, these reports and related files shall not be disclosed only to the extent that information contained therein constitutes trade secrets and con-

fidential commercial or financial information, inter-agency or intra-agency memoranda or letters which would not be available by law to a private party in litigation with the agency, personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, data which would be exempt from mandatory disclosure pursuant to the "informants privilege" or such information the disclosure of which is prohibited by statute.

(6) Copies of preemployment selection tests used by contractors.

(b) Other records may be withheld consistent with the Freedom of Information Act on a case-by-case basis, with the prior approval of the Director, OFCC.

§ 60–40.4 Information disclosure of which is prohibited by law.

The Standard Form 100 (EEO–1) which is submitted by contractors to the OFCC, a compliance agency or a Joint Reporting Committee servicing both the OFCC and the EEOC shall be disclosed pending further instructions from the Director, OFCC. The statutory prohibition on disclosure set forth in Section 709 (e) of the Civil Rights Act of 1964 is limited by the terms of that section to information obtained pursuant to the authority of title VII of that Act and its disclosure by employees of the EEOC.

Subpart B—Procedures for Disclosure

§ 60–40.5 Applicability of procedures.

Requests for the inspection and copy of information from records in the custody of the OFCC or the Compliance Agencies which are identifiable and available under the provisions of Subpart A of this part shall be made and acted upon as provided in the following sections of this subpart. Officers and employees of the OFCC and the Compliance Agencies are authorized by the Director, OFCC to continue to furnish to the public, informally and without compliance with these procedures, information and copies from its records which prior to the enactment of the Freedom of Information Act (5 U.S.C. 552) were customarily furnished in the regular performance of their duties.

§ 60–40.6 To whom to direct requests.

A request for contract compliance records or information shall be directed to the Director of Contract Compliance of the agency designated as the appropriate Compliance Agency for the industry to which the records pertain, pursuant to 41 CFR 60–1.3(d). If the person making the request does not know in which Compliance Agency the record is located, he may direct his request to the Director, Office of Federal Contract Compliance, Department of Labor, 14th and Constitution Avenue NW., Washington, DC 20210, for appropriate handling.

§ 60–40.7 Partial disclosure.

If a requested record contains some materials which are protected from disclosure and other materials which are not so protected, identifying details or protected matters shall be deleted wherever analysis indicates that such deletions are feasible. Whenever such deletions are made, the remainder of the records may be disclosed.

§ 60–40.8 Facilities and procedures for disclosure.

(a) Procedural matters such as where the information may be inspected, forms of requests, time for reply to requests, forms of denials, appeals from denials, and fees for special services and copying services, shall be controlled by the general regulations of the custodial agency except to the extent modified herein.

(b) Procedures relating to the availability of records in the custody of the OFCC shall be governed by the Department of Labor regulations, 29 CFR 70.35 to 29 CFR 70.64.

(c) Copies of all requests for disclosure of information made directly to the Compliance Agencies shall be submitted to the OFCC within 5 calendar days of receipt. The compliance agencies shall thereafter allow 5 working days from the time the request is submitted to the OFCC for comment by the OFCC. Delay by the OFCC may be waived at the request of the compliance agency.

(d) The compliance agencies shall furnish the OFCC with copies of all initial actions by the agencies granting or denying a request for information. The OFCC shall be given an opportunity by the Compliance Agencies to consult on all appeals from initial decisions denying requests for information.

Signed at Washington, D.C., this 23rd day of January, 1973.

J. D. Hodgson,
Secretary of Labor.

[FR Doc.73–2081 Filed 2–1–73;8:45 am]

III High Schools, Colleges, and Universities are Available

The educational institution that faces the challenge of training an adequate number of minority and female graduates must learn how to meet the needs of the employer.

MINORITY RELATIONS OFFICE IN THE PLACEMENT CENTER[1]

A centralized Placement Center is responsible for assisting students in career planning and in obtaining part-time or career employment. At universities, four-year colleges, and junior colleges, it is believed that all students and employers are best served only when graduates have been adequately prepared for the future. Therefore, progressive educational institutions have added the Minority Relations Office to enhance the opportunities of a group that has had the least representation in the past.

The Minority Relations Office is responsible for broadening the awareness throughout the community of placement services available to all minorities, by working with those responsible for the complete education of the minority student.

A number of departments and organizations are playing an important part in the placement wheel. There are departments within colleges: (1) Educational Opportunities Program (EOP), (2) Ethnic Studies, and (3) Financial Aid; and groups outside the colleges: (4) graduate schools, (5) junior colleges, (6) high schools, (7) industry, (8) federal organizations, and (9) community organizations.

1. EOP is usually the agent that has high school minority students admitted to and sustained in college. EOP provides the educational support; the Placement Center provides part-time jobs, internships in industry and education, and career counseling, all of which are necessary for the retention of minority students.

2. Ethnic Studies provides ethnic background, instills awareness and appreciation, and teaches basic communication skills. The Placement Center helps by providing teaching assistantships and interviews with educational institutions. Chicanos, blacks, and American Indians need to be exposed to the world outside of their own, and the Placement Center is their vehicle of introduction.

3. Financial Aid provides grants, financial aid, work-study, and scholarships. The Placement Center coordinates scholarships, internships, and work-study with industry and Financial Aid.

4. Graduate schools are openly recruiting minorities for their programs. This is happening because of affirmative action programs. The Placement Center provides information to minority students about fellowships, teaching assistantships, graduate school applications, and other opportunities throughout the nation.

5. Minority students in the junior colleges are sent to the Placement Center at four-year colleges for counseling. The Placement Centers maintain a list that is used to inform industry about future candidates, and candidates are informed about internships and scholarships.

6. EOP recruits minority high-school students from its service area. When the Placement Center finds a promising minority student, it informs industry, scholarship committees, and community organizations. The Placement Center coordinates career counseling with high-school counselors.

[1]The activities in the Minority Relations Office of the Placement Center are shown in the following example of a monthly activity report.

7. Industry, through the Placement Center, provides on-campus interviews for graduating seniors, internships, cooperative education for juniors and seniors, and part-time summer employment for all students. The Placement Center provides industry with students and facilities needed for recruiting. Employers can recruit minority students openly as a result of the California Code of Fair Practices, Article V, which states:

   "All state agencies, including educational institutions, which provide employment referral or placement services to public or private employers shall accept job orders only on a nondiscriminatory basis, except where such services are clearly and explicitly for the purpose of correcting an imbalance. They shall reject any job order designed to exclude any member of a minority group..."

8. Federal organizations recruit students for federal programs. The Placement Center provides the federal organizations with data about minority students.

9. Community organizations refer students for career counseling to EOP, the Placement Center, and Ethnic Studies. EOP provides admission information, and the Placement Center provides information about other opportunities. LULAC, GI Forum, SER, and others refer students in need of help to the above organizations.

Example of Monthly Activity Report

CALIFORNIA STATE UNIVERSITY, FULLERTON

FULLERTON CALIFORNIA 92634

To: Dr. Becker, Director
Placement Center

Date: January 3, 1973

From: Samuel M. Mendoza

Subject: Monthly Activity Report

a. At this time, we have 296 minority students registered. These students are actively using the Placement Center.

b. Companies and agencies reporting hiring minorities from CSUF:

County of Orange	5
Disneyland	18
North American Rockwell	3
U.S. Post Office	7
Beckman Industries	2
Xerox	3
Knott's Berry Farm	3
CSUF	5
Estimate of all others employed	48

The above are employed for 20 hours or more.

c. Seniors (98) and graduate students (15) are registered this semester for possible job interviews and services this spring. Of the 98 seniors, at least 55 have shown interest in graduate school by mailing in applications. Another 20 have asked for information leading to graduate school.

d. We have completed an introductory placement packet developed to help students write resumes and improve interviewing techniques.

Example of Monthly Activity Report (Cont)

e. North American Rockwell has started an internship program for minorities in engineering. Presently, two are in the program: Harold Whittle and Gregory Spence. These students work 20 hours a week and attend school full time.

f. North American Rockwell has awarded scholarships of $750.00 to two of our minority students: Enrique Martinez and Gabriel Grigolla.

g. At the present time, 60 companies with minority personnel representatives have contacted us about future recruitment.

h. The Counseling Department in B-102 has referred 18 students for advice and guidance.

i. The Women's Center is also referring some of their students for career counseling. We have spoken to 15 women.

j. We participated in an EOP workshop at CSUF on December 29. Our part ran for 2 hours and careers and graduate school information were included. Most people present felt that students needed information from Placement and Counseling that would enable them to arrange their programs over a four-year period.

k. I will participate January 9, 1973, in a panel discussion entitled, "Minority and Women Placement," for the Orange County Equal Opportunity Employers' Association. The panel will convene at the Disneyland Hotel.

l. We are sending out a questionnaire to companies concerning summer employment. The purpose is to help us determine what the job market will be for minorities.

CHICANO PLACEMENT OFFICERS IN PLACEMENT CENTERS

A significant number of Chicano students are enrolled in the following institutions, which include Eastern schools that are especially concerned with minority problems. It is expected that Chicano placement officers eventually will be installed in each Placement Center. As the officers are designated, they will be added to the list.

California State Colleges [1]

California State College, Bakersfield
Name:
Phone:

California State College, Chico
Name:
Phone:

California State College, Dominguez Hills
Name: Ana Maria Arquello
Phone: (213) 532-4300

California State College, Fresno
Name:
Phone:

California State College, Fullerton
Name: Samuel Mendoza
Phone: (714) 870-3117

California State College, Hayward
Name: Lueban F. Ruibal
Phone: (415) 884-3621

California State College, Humboldt
Name:
Phone:

California State College, Long Beach
Name:
Phone:

California State College, Los Angeles
Name: Joyce Gomez
Phone: (213) 224-2884

California State College, Sacramento
Name: Dora Perez
Phone: (916) 454-6231

California State College, San Bernardino
Name:
Phone:

California State Polytechnic College, Pomona
Name:
Phone:

California State Polytechnic College, San Luis Obispo
Name:
Phone:

San Diego State College
Name: Raymond Cota
Phone: (714) 636-5000

San Fernando Valley State College
Name: Angelina Rojo
Phone: (213) 885-2381

San Francisco State College
Name:
Phone:

San Jose State College
Name: Manuel Carrillo
Phone: (408) 277-2152

Sonoma State College
Name:
Phone:

Stanislaus State College
Name:
Phone:

University of California

University of California, Berkeley
Name: Glorrianna Cordova
Phone: (415) 845-8633

University of California, Davis
Name:
Phone:

University of California, Irvine
Name:
Phone:

University of California, Los Angeles
Name: Alfredo Cisneros
Phone: (213) 825-2981

University of California, Riverside
Name: Philip Valenzuela
Phone: (714) 787-3634

University of California, San Diego
Name: Dan Munoz
Phone: (714) 453-2000

University of California, San Francisco
Name: Theresa M. Hernandez
Phone: (415) 666-4181

University of California, Santa Barbara
Name: Armida Romero
Phone: (805) 961-2481

University of California, Santa Cruz
Name:
Phone:

[1] During the preparation of this book, some state colleges attained university status. These names will be changed when the book is revised.

California Colleges (Private)

Chapman College
Name:
Phone:

Claremont College, Pomona
Name:
Phone:

Holy Names College
Name:
Phone:

Immaculate Heart College
Name: Marie Gamboa
Phone: (213) 462-1301, Ext.288

Mills College
Name:
Phone:

Northrop Institute of Technology
Name:
Phone:

Occidental College
Name:
Phone:

Pepperdine College
Name:
Phone:

Pitzer College
Name:
Phone:

Whittier College
Name:
Phone:

California Universities (Private)

Claremont University Center
Name:
Phone:

Loyola-Marymount University
Name:
Phone:

Redlands University
Name:
Phone:

San Diego University
Name:
Phone:

Santa Clara University
Name:
Phone:

Stanford University
Name:
Phone:

University of Southern California
Name:
Phone:

California Two-Year Colleges

Bakersfield College
Name:
Phone:

Cabrillo College
Name:
Phone:

Cerritos College
Name: Madge Coto
Phone: (213) 860-2451

Chaffey College
Name:
Phone:

Compton College
Name:
Phone:

Contra Costa College
Name:
Phone:

Cuesta College
Name:
Phone:

Diablo Valley College
Name:
Phone:

East Los Angeles College
Name
Phone:

Fresno City College
Name:
Phone:

Fullerton College
Name:
Phone:

Golden West College
Name:
Phone:

Hartnell College
Name:
Phone:

Long Beach City College
Name:
Phone:

Los Angeles City College
Name:
Phone:

Los Angeles Harbor College
Name:
Phone:

Los Angeles Pierce College
Name:
Phone:

Los Angeles Trade-Technical College
Name:
Phone:

Los Angeles Valley College
Name: Ramiro Rosillo
Phone: (213) 781-1200, Ext. 230

Merced College
Name:
Phone:

Merritt College
Name:
Phone:

Moorpark College
Name:
Phone:

Mt. San Antonio College
Name:
Phone:

Napa College
Name:
Phone:

Orange Coast College
Name:
Phone:

Pasadena City College
Name:
Phone:

Rio Hondo College
Name: Mark A. Genera
Phone: (213) 692-0921, Ext. 204

Riverside City College
Name:
Phone:

Sacramento City College
Name:
Phone:

San Bernardino Valley College
Name:
Phone:

San Diego City College
Name:
Phone:

San Diego Mesa College
Name:
Phone:

San Francisco City College
Name:
Phone:

San Joaquin Delta College
Name:
Phone:

San Jose City College
Name:
Phone:

Santa Ana College
Name:
Phone:

Santa Barbara City College
Name: William Cordero
Phone: (805) 965-0581, Ext. 304

Santa Monica City College
Name:
Phone:

Santa Rosa College
Name:
Phone:

Ventura College
Name:
Phone:

Out-of-State Colleges and Universities

ARIZONA

Arizona State University
Name:
Phone:

University of Arizona
Name:
Phone:

COLORADO

Lamar Community College
Name:
Phone:

Metropolitan State College
Name:
Phone:

University of Colorado
Name:
Phone:

University of Colorado, Denver Center
Name:
Phone:

CONNECTICUT

Yale University
Name:
Phone:

MASSACHUSETTS

Boston University
Name:
Phone:

Brandeis University -
Graduate Programs and Schools
Name:
Phone:

Brandeis University-
Undergraduate College
Name:
Phone:

Harvard Business School
Name:
Phone:

Harvard College
Name:
Phone:

Harvard Dental School
Name:
Phone:

Harvard Kennedy School of Government
Name:
Phone:

Harvard Law School
Name:
Phone:

Harvard Medical School
Name:
Phone:

Harvard University, Arts and Sciences
Name:
Phone:

Harvard University, Design
Name:
Phone:

Harvard University, Education
Name:
Phone:

Massachusetts Institute of Technology
Name:
Phone:

Radcliffe College
Name:
Phone:

Tufts University
Name:
Phone:

University of Massachusetts
Name:
Phone:

Vassar College
Name:
Phone:

Wellesley
Name:
Phone:

NEW MEXICO

New Mexico Highlands University
Name:
Phone:

New Mexico State University
Name: Armando Alva
Phone: (505) 646-1631

University of New Mexico
Name: Ruben Gomez
Phone:

TEXAS

Texas Lutheran College
Name:
Phone:

University of Houston
Name:
Phone:

University of Texas at Austin
Name:
Phone:

University of Texas at El Paso
Name:
Phone:

UTAH

University of Utah
Name: Fileman J. Martinez
Phone:

Weber State
Name:
Phone:

WASHINGTON

University of Washington
Name:
Phone:

Washington State University
Name:
Phone:

WYOMING

University of Wyoming
Name:
Phone:

NATIONWIDE EDUCATIONAL INSTITUTIONS WITH CHICANO DEVELOPMENT PROGRAMS

A list of educational institutions with special Chicano development programs follows. The categories under which they are grouped are presented in the following order:

SOUTHERN CALIFORNIA HIGH SCHOOLS
CALIFORNIA STATE COLLEGES
CALIFORNIA UNIVERSITIES
CALIFORNIA COLLEGES (PRIVATE)
CALIFORNIA UNIVERSITIES (PRIVATE)
CALIFORNIA TWO-YEAR COLLEGES
OUT-OF-STATE COLLEGES AND UNIVERSITIES

Southern California High Schools

Los Angeles County

ALHAMBRA HIGH SCHOOL
101 S. 2nd St.
Alhambra, California 91801

Enrollment: 3,086 (Chicanos: 15%)

Special Program
HUNTOS (Help Unite Nationalities Through Organized Students)
Director: Carmen Gloria
Student President: Margie Merchain
Telephone: (213) 289-5411

Community Organization
La Casa De San Gabriel Community Center
EICC (Education Issues Coordinating Council)
Director: Gabriel Gonzales
Telephone: (213) 286-2144

ARTESIA HIGH SCHOOL
12108 E. Del Amo Ave.
Lakewood, California 90715

Enrollment: 2,131 (Chicanos: 21%)

Educacion En Marcha
Billingual Center
Director: Art Ponce
Telephone: (213) 860-3311, Ext.273

Student Organization
La Raza Unida
President: Ed Camacho

Community Organization
Association of Mexican American Parents of the ABC School District
President: Mrs. Minerva Castillo

Ethnic Studies
Mexican American Culture
Spanish for the Spanish Speaking
Contact: Ed Manzo

BANNING HIGH SCHOOL
1500 Avalon Blvd.
Wilmington, California 90744

Enrollment: 2,238 (Chicanos: 50%)

Special Programs
College and Financial Aids Assistance
Director: Mrs. Helen Polin Monahan
Other Contact: Rudy Davila, Counselor
Telephone: (213) 830-8320
Tenth Grade Motivational Program
Director: Mrs. Helen Polin Monahan
Participants: 100 high-potential students, 4 teachers to provide intensive counseling, tutoring, and flexible class scheduling

HEIP (Help Education Initiative Program)
Director: Raul Aceves (Dominguez State College)
College Student Assistants: Victor Ozuna, Manuel Guerrero
Telephone: (213) 532-4300

Student Organization
SABER (Siempre Adelante Buscando Educacion y Respeto)
President: Miss Rachel Hernandez
Sponsor: Larry Caballero (English teacher)

Ethnic Studies
Mexican American Studies
Teacher: Val Rodriguez

EL RANCHO HIGH SCHOOL
6501 Passons Blvd.
Pico Rivera, California

Enrollment: 2,989 (Chicanos: 60%)

Student Organization
Brown Union
President: David Lara
Contact: Ray Talavera, Counselor
Tony Sandoval, Counselor
Frank Puchi, Counselor
Telephone: (213) 692-0551

Ethnic Studies
Mexican American Culture
Contact: Frank Puchi

EXCELSIOR HIGH SCHOOL
15711 S. Pioneer Blvd.
Norwalk, California

Enrollment: 2,100 **(Chicanos: 33%)**

Special Program
Expanded Horizons
Director: Mrs. Maria Marruffo
Telephone: (213) 868-0431, Ext.231

Student Organization
MECHA
President: Sam Lopez

Community Organization
UPAN (United Parents Association - Norwalk)
President: Sal Huereque

Ethnic Studies
Mexican Culture
Teacher: Abel Pena

FRANKLIN HIGH SCHOOL
720 N. Ave. 54
Los Angeles, California 90042

Enrollment: 2,079 **(Chicanos: 50%)**

Student Organization
MECHA
Cochairmen: Pete Merchain, Miss Irene Montes,
Miss Jeannine Bingochea
Sponsor: Pete Ysias, Counselor
Other Contact: Joshua Serrano, Counselor
Telephone: (213) 254-7104

Ethnic Studies
Mexican American Studies

RICHARD GAHR HIGH SCHOOL
11111 Artesia Blvd.
Cerritos, California 90701

Enrollment: 1,630 **(Chicanos: 25%)**

Student Organization
UMAS (United Mexican American Students)
President: Miss Anita Morales
Sponsor: Louie Aguirre
Telephone: (213) 860-3311

Ethnic Studies
Latin American History and Civilizations

Community Organization
Association of Mexican American Parents
of the ABC School District
President: Mrs. Minerva Castillo

GARDENA HIGH SCHOOL
1301 W. 182nd St.
Gardena, California 90247

Enrollment: 3,301 **(Chicanos: 12%)**

Student Organization
UMAS (United Mexican American Students)
President: Victor Mendoza
Sponsor: Ray Garay (teacher)
Other contact: Delfino Cisneros (Spanish teacher)
Telephone: (213) 327-5900

Ethnic Studies
Mexican American Studies

GARFIELD HIGH SCHOOL
5101 E. 6th St.
Los Angeles, California 90022

Enrollment: 3,233 **(Chicanos: 94%)**

Title I Coordinator
Raul Salcido
Telephone: (213) 264-5370

Student Organization
MECHA
President: Alfredo Martinez
Sponsor: Joe Mayterina (teacher)
Telephone: (213) 268-9361

Ethnic Studies
Chicano Courses

JOHN H. GLENN HIGH SCHOOL
13520 S. Shoemaker Ave.
Norwalk, California 90650

Enrollment: 1,679 **(Chicanos: 28%)**

Student Organization
Latin American Club
President: Alex Cruz
Sponsor: Rene Merino (teacher)
Telephone: (213) 868-0431

Ethnic Studies
Chicano Literature

MARK KEPPEL HIGH SCHOOL
501 E. Hellman Ave.
Alhambra, California 91801

Enrollment: 2,427 **(Chicanos: 36%)**

Special Program
TO H.M.A.S. (To Help Mexican American Students)
Director: Mrs. Ernestine Bacio
(home/school coordinator)
Student President: Mario Reyes
Telephone: (213) 289-5411, Ext. 241

Community Organization
La Casa De San Gabriel Community Center
EICC (Educational Issues Coordinating Council)
Director: Rafael Aragon

NORWALK HIGH SCHOOL
11356 Leffingwell Rd.
Norwalk, California 90651

Enrollment: 1,864 **(Chicanos: 23%)**

Student Organization
OCS (Organized Chicano Students)
President: Fred Maestos
Sponsor: Mrs. Regalado
Telephone: (213) 868-0431

Ethnic Studies
Mexican History

PIONEER HIGH SCHOOL
10800 E. Ben Avon St.
Whittier, California 90606

Enrollment: 2,023 **(Chicanos: 52%)**

Special Programs
Expanded Horizons
College Counseling for Chicano Students
Director: Luis Hernandez
Telephone: (213) 698-8121

Student Organizations
Chicanos for Higher Education
Contact: R. Loya
Expanded Horizons Club
President: Miss Virginia Rosas

Community Organization
Expanded Horizons Parent Advisory Group
Contact: Mrs. Julia Castruita

Ethnic Studies
Mexican American Studies
Spanish for Bilingual Students
Contact: Luis Castruita

SALESIAN HIGH SCHOOL (BOYS)
960 S. Soto St.
Los Angeles, California 90023

Enrollment: 900 **(Chicanos: 92%)**

Special Programs
Intensive Counseling
Extensive Tutoring Projects
Administrators/Teachers/
Students Ethnic Awareness Projects
Community Involvement
Director: Father Ralph B. Luna
Telephone: (213) 261-7124

SAN GABRIEL HIGH SCHOOL
801 Ramona St.
San Gabriel, California 91776

Enrollment: 2,350 **(Chicanos: 22%)**

Special Program
MASO (Mexican American Student Organization)
Director: Mrs. Mary Lou Perez
Student President: Victor Mejia
Telephone: (213) 289-5411

Community Organization
La Casa De San Gabriel Community Center
EICO (Educational Issues Coordinating Council)
Director: Rafael Aragon
Telephone: (213) 283-3950

SAN PEDRO HIGH SCHOOL
1001 W. 15th St.
San Pedro, California 90731

Enrollment: 2,858 (Chicanos: 17%)

Student Organization
Concilio De Chicanos y Amigos
President: Ernesto Valera
Contact: Al Rede (Spanish teacher)
Contact: John Vara (shop teacher)
Telephone: (213) 547-2491

Ethnic Studies
American Cultural Minorities
Mexican American Studies

SANTA FE HIGH SCHOOL
10400 S. Orr and Day Rd.
Santa Fe Springs, California 90670

Enrollment: 2,524 (Chicanos: 30%)

Special Program
Expanded Horizons
Director: Robert Tafoya
Telephone: (213) 698-8121

Community Organization
Expanded Horizons Parent Advisory Council
Chairman: Arsenio Resendez

Ethnic Studies
Mexican American Studies
English as a Second Language
Contact: R. Torres

SIERRA HIGH SCHOOL
9401 S. Painter Ave.
Whittier, California 90605

Enrollment: 1,926 (Chicanos: 21%)

Special Program
Expanded Horizons
Director: Rene Gardea
Telephone: (213) 698-8121

Community Organization
Expanded Horizons Parent Advisory Group
President: Mrs. Lydia Sanchez

Student Organization
CHE (Chicanos for Higher Education)
President: Adolfo Silva
Sponsors: Mrs. Delores Avilez
Mrs. Bertha Figueroa

Ethnic Studies
Mexican American Studies
ESL (English as a Second Language)

WHITTIER HIGH SCHOOL
12417 E. Philadelphia St.
Whittier, California 90601

Enrollment: 1,904 (Chicanos: 20%)

Special Program
New Horizons
Director: George D. Mora
Telephone: (213) 698-8121

Student Organization
New Horizons Club
President: Ruben Franco
Sponsor: Mrs. Margaret Jacobo

Telephone: (213) 698-8121

Community Organization
New Horizons Parent Advisory Group
President: W. Jimenez
Telephone: (213) 336-7564

Ethnic Studies
Chicano Studies
Barrio Studies
Contact: George Mora

Orange County

ANAHEIM HIGH SCHOOL
811 W. Lincoln Ave.
Anaheim, California 92805

Enrollment: 2,204 (Chicanos: 15%)

Special Program
ESEA (Elementary and Secondary Education Act) Title I
Director: E.M. Castillo
Telephone: (714) 772-0080
Director: John Hill
Telephone: (714) 776-0050

Student Organization
MECHA (Movimiento Estudiantil Chicano de Aztlan)
President: Richard Vargas
Sponsor: Robert Montenegro

Community Organization
Parent Advisory Group
President: Mrs. Trujillo

Ethnic Studies
English as a Second Language
Mexican Civilization

EL MODENA HIGH SCHOOL
3920 Spring St.
Orange, California 92667

Enrollment: 2,000 (Chicanos: 13%)

Student Organizations
MECHA
President: Sam Rodriguez
Telephone: (714) 538-3516

Sponsor: Thomas Saenz (community liaison)
Telephone: (714) 538-3516

Las Modenas
President: Miss Linda Serrano

Ethnic Studies
History and Sociology of the Mexican American
Adaptation to Bilingual Education

KENNEDY HIGH SCHOOL
8281 Walker St.
La Palma, California 90620

Enrollment: 2,550 (Chicanos: 15%)

Student Organization
MECHA
Contact: Mike Cruz
Sponsor: Ray Silva (teacher)
Cosponsor: Miss Charlotte Negrette (teacher)
Telephone: (714) 827-5940

Ethnic Studies
Chicano Studies
Mexican American Civilization and Culture
Minority Studies

LOS AMIGOS HIGH SCHOOL
16566 Newhope St.
Fountain Valley, California 92708

Enrollment: 1,990 (Chicanos: 33%)

Student Organization
Contact: Miss Rodriguez
Telephone: (714) 638-6288

MAGNOLIA HIGH SCHOOL
2450 W. Ball Rd.
Anaheim, California 92802

Enrollment: 1,875 (Chicanos: 9%)

Special Program
ESEA Title I
Director: E.M. Castillo
Telephone: (714) 772-0080

Student Organization
Los Amigos
President: Miss Betty Ybarra

Ethnic Studies
English as a Second Language

SANTA ANA HIGH SCHOOL
520 W. Walnut St.
Santa Ana, California 92701

Enrollment: 3,185 (Chicanos: 45%)

Student Organization
Contact: Manuel Peneaflor
Telephone: (714) 542-4441

VALENCIA HIGH SCHOOL
500 N. Bradford Ave.
Placentia, California 92670

Enrollment: 2,000 (Chicanos: 20%)

Student Organization
Chicano Student Union
President: Victor Cisneros
Advisor: Frank Chavez (community liaison)
Telephone: (714) 879-4373
Advisor: Gualberto Valadez (assistant for community liaison)
Telephone: (714) 528-1405
Other Contact: Jim Segovia (counselor)
Telephone: (714) 524-4316

Ethnic Studies
Chicano American Literature
Spanish for the Chicano
Sociology of the Mexican American

Community Organizations
MAPA (Mexican American Political Association)
Chairman: Humberto Alcantar

LULAC (League of United Latin American Citizens)
President: Alex Segovia

VALLEY HIGH SCHOOL
1801 S. Greenville St.
Santa Ana, California 92704

Enrollment: 2,261 (Chicanos: 27%)

Student Organization
Contact: Ray Raya
Telephone: (714) 545-0477

California State Colleges

California State College, Bakersfield
9001 Stockdale Hwy.
Bakersfield, Califonria 93309

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 1,800
Chicanos: 150 (8.3%)

EOP (Educational Opportunities Program)
Homer Montalvo, Associate Dean
Admissions and Records
Telephone: (805) 833-2160

Mexican American Studies
Raymond Gonzales, Director
Telephone: (805) 838-2118

Student Organization
OMAS (Organized Mexican American Students)
Mike Lopez, Chairman
Telephone: (805) 833-2274

California State College, Chico
1st and Normal Sts.
Chico, California 95926

Enrollment
1967-68 Total: 6,700
Chicanos: 13 (0.2%)
1971-72 Total: 11,900
Chicanos: 125 (1.1%)

EOP
Dr. Frank Garcia
Telephone: (916) 345-6277

Mexican American Studies
Cy Gonzalez
Telephone: (916) 345-5627

Student Organization
MECHA
Jacinto Ybarra
Telephone: (916) 343-6631

California State College, Dominguez Hills
1000 E. Victoria St.
Dominquez Hills, California 90247

Enrollment
1967-68 Total: 3,000
Chicanos: 200 (6.7%)
1971-72 Total: 3,600
Chicanos: 260 (7.2%)

EOP
William Hernandez, Associate Director
Telephone: (213) 532-4300, Ext. 307

Mexican American Studies
Dr. Porfirio Sanchez, Chairman
Telephone: (213) 532-4300, Ext. 253

Student Organization
MECHA
Leonard Poareo, Chairman
Miss Beatriz Perez
Telephone: (213) 532-4300, Ext. 307

Other College Programs
HEIP (Help Education Initiative Program)
Raul Aceves, Director
Telephone: (213) 532-4300

California State College, Fresno
Shaw St. and Cedar Ave.
Fresno, California 93710

Enrollment
1967-68 Total: 11,141
Chicanos: 517 (4.6%)
1971-72 Total: 14,845
Chicanos: 1059 (7.1%)

EOP
Manual Perez, Director
Telephone: (209) 487-1021

La Raza Studies
Alex Saragoza, Chairman
Telephone: (209) 487-2848

Student Organization
MECHA
Tomas Hill, President
Telephone: (209) 487-1021

ADELITAS
Amelia Castro, President
Telephone: (209) 487-2848

California State College, Fullerton
800 N. State College Blvd.
Fullerton, California 92634

Enrollment
1967-68 Total: 10,000
Chicanos: 200 (2.0%)
1971-72 Total: 14,000
Chicanos: 1,000 (7.1%)

EOP
Arturo Franco, Director
Telephone: (714) 870-2484

Chicano Studies Department
Norma Fimbres, Chairman
Telephone: (714) 870-3731

Student Organization
MECHA
Manuel Garcia, Chairman
Telephone: (714) 870-3731

California State College, Hayward
25800 Hillary St.
Hayward, California 94542

Enrollment
1967-68 Total: 10,000
Chicanos: 78 (0.8%)
1971-72 Total: 12,093
Chicanos: 200 (1.7%)

EOP
Roberto Nunez, Assistant Director
Telephone: (415) 884-3752

Mexican American Studies
Antonio Ochoa, Chairman
Telephone: (415) 884-3263

Student Organization
MECHA
Chairmen:
Becky Silva
Ruben Uriarte
Max Garcia
Telephone: (415) 471-6919

California State College, Humboldt
Arcata, California 95521

Enrollment
1967-68 Total: 3,600
Chicanos: 20 (0.6%)
1971-72 Total: 6,000
Chicanos: 65 (1.1%)

EOP
Guillermo Marquez, Director
Telephone: (707) 826-3778

Student Organization
MECHA
Richard Ramirez, President
Telephone: (707) 826-3778

California State College, Long Beach
6101 E. 7th St.
Long Beach, California 90801

Enrollment
1967-68 Total: 27,000
Chicanos: 300 (1.1%)
1971-72 Total: 29,000
Chicanos: 1,200 (4.1%)

EOP
Angel Basco, Coordinator
Telephone: (213) 498-4288

Student Special Services Program
Antonio Salamanca, Director
Telephone: (213) 498-5148

Bilingual Students Special Services
Larry Martinez, Director
Telephone: (213) 498-4885

Mexican American Studies Department
Frank Cruz, Chairman
Telephone: (213) 498-4644

Student Organization
MECHA
Dolores Ramos
Telephone: (213) 498-5323

California State College, Los Angeles
5151 State College Dr.
Los Angeles, California 90032

Enrollment
1967-68 Total: 19,442
Chicanos: 1,140 (5.9%)
1971-72 Total: 21,704
Chicanos: 2,980 (13.7%)

EOP
Monte Perez, Codirector
Telephone: (213) 224-2156

Mexican American Studies Department
Manual De Ortega, Acting Chairman
Telephone: (213) 224-2544

Student Organization
MECHA
David Sandoval, Chairman
Telephone: (213) 224-2153

Other College Programs
HEIP
Robert A. Raya
Telephone: (213) 224-2173

California State College, Sacramento
6000 Jay St.
Sacramento, California 95819

Enrollment
1967-68 Total: 11,000
Chicanos: 25 (0.2%)
1971-72 Total: 15,000
Chicanos: 500 (3.3%)

EOP
Elena Caro, Director
Telephone: (916) 454-6183

Chicano Studies
Frank Godina, Director
Telephone: (916) 454-6647

Student Organization
MECHA
Pete Hernandez
Telephone: (916) 447-4651

California State College, San Bernardino
5500 State College Pkwy.
San Bernardino, California 92407

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 2,600
Chicanos: 200 (1.8%)

EOP
Tom Rivera, Associate Dean
Telephone: (714) 887-6311, Ext.494

Mexican American Studies
Dr. Jose Martinez
Telephone: (714) 887-6311, Ext.480

Student Organization
MECHA
Ron Sanchez
Telephone: (714) 887-6311, Ext.495

California State Polytechnic College, Pomona

Kellogg-Voorhis
3801 W. Temple Ave.
Pomona, California 91768

Enrollment

1967-68	Total: 5,866		
	Chicanos:	15	(0.3%)
1971-72	Total: 10,000		
	Chicanos:	463	(4.6%)

EOP
Refugio Gonzalez, Coordinator
Ramon Parada, Recruiting Coordinator
Telephone: (714) 598-4704

Chicano Studies Center
Manuel Vizcaino, Chairman
Telephone: (714) 598-4742

Student Organization
MECHA
Rod Sandoval, Chairman
Telephone: (714) 598-4705

California State Polytechnic College, San Luis Obispo

San Luis Obispo, California 93401

Enrollment

1967-68	Total: 9,500		
	Chicanos:	80	(0.8%)
1971-72	Total: 11,500		
	Chicanos:	225	(2.0%)

Supportive Services
Oscar Quezada, Director
Telephone: (805) 546-2061

Mexican American Studies
David Sanchez, Chairman
Telephone: (805) 546-2666

Student Organization
MECHA
John Haro, President
Telephone: (805) 546-2087

San Diego State College

5178 College Ave.
San Diego, California 92115

Enrollment

1967-68	Total: 19,000		
	Chicanos:	200	(1.1%)
1971-72	Total: 27,000		
	Chicanos:	1,200	(4.4%)

EOP
Jorge Baca, Codirector
Ernie Gomez, Assistant
Telephone: (714) 286-6868

Career Placement
Ray Cota
Telephone: (714) 286-6868

Mexican American Studies Department
Carlos Velez, Chairman
Telephone: (714) 286-5145

Student Organization
MECHA

San Fernando Valley State College

18111 Nordhoff St.
Northridge, California 91324

Enrollment

1967-68	Total: 22,000		
	Chicanos:	7	(0%)
1971-72	Total: 24,500		
	Chicanos:	1,200	(4.9%)

EOP
Ramon Holquin, Director
Telephone: (213) 885-2351, 2, 3

Chicano Academic Supportive Services
Raul Aragon, Director
Richard Corona, Employment Coordinator
Telephone: (213) 885-2108

Chicano Studies Department
Gerald Resendez, Chairman
Telephone: (213) 885-2734

Student Organization
MECHA
Martin Cano, Chairman
Manual Covarrubias, Vice Chairman
Telephone: (213) 885-2231

Movimiento Estudiantil Pintos de Aztlan (Pinto Program)
c/o EOP
Richard F. Valdez
Telephone: (213) 885-2352

Chicanos for Creative Medicine
c/o EOP
Frank Meza
Telephone: (213) 885-2353

San Francisco State College

1600 Holloway Ave.
San Francisco, California 94132

Enrollment

1967-68	Total: 17,000		
	Chicanos:	238	(1.4%)
1971-72	Total: 18,000		
	Chicanos:	334	(1.9%)

EOP
Roberto Correa
Telephone: (415) 469-1595

La Raza Studies
Carlos Iraheta, Chairman
Telephone: (415) 469-1054

Student Organization

La Raza Student Organization
Carmen Fregoza
Telephone: (415) 469-1054

San Jose State College

125 S. 7th St.
San Jose, California 95113

Enrollment

1967-68	Total: 21,000		
	Chicanos:	400	(1.9%)
1971-72	Total: 24,000		
	Chicanos:	900	(3.8%)

EOP
Gabriel Reyes, Director
Telephone: (408) 277-2151

Mexican American Graduate Studies Department
Hector L. Cordova, Chairman
Telephone: (408) 277-2242

Student Organization
MECHA
Guillermo Suarez
Telephone: (408) 277-2153

Sonoma State College
1801 E. Cotati Ave.
Rohnert Park, California 94928

Enrollment
1967-68 Total: 2,700
Chicanos: 12 (0.4%)
1971-72 Total: 4,800
Chicanos: 60 (1.3%)

EOP
Paul Molino
Financial Aids Counselor
Telephone: (707) 795-2389

Mexican American Studies
Ernesto Martinez, Chairman
Telephone: (707) 795-2486

Student Organization
MECHA
Jesus Garcia, Chairman

Stanislaus State College
800 Monte Vista Ave.
Turlock, California 95380

Enrollment
1967-68 Total: 2,000
Chicanos: 10 (0.5%)
1971-72 Total: 2,400
Chicanos: 200 (8.3%)

EOP
Mike Gonzales, Assistant to the President
Telephone: (209) 634-9101, Ext. 411

Ethnic Studies
Richard Luevano, Chairman
Telephone: (209) 634-9101, Ext.341

Student Organization
MECHA
Leopoldo Rodriquez
Telephone: (209) 634-9101, Ext.208

University of California

University of California, Berkeley
3408 Dwinelle Hall
Berkeley, California 94720

Enrollment
1967-68 Total: 25,985
Chicanos: 313 (1.2%)
1971-72 Total: 29,000
Chicanos: 500 (1.7%)

EOP
Manuel Rodriguez, Assistant Director
Elodia Garcia
Telephone: (415) 642-5135

Chicano Studies Department
Myrta Chabran, Coordinator
Telephone: (415) 642-0240

Student Organization
MECHA
Reynaldo Carboni, Coordinator
Telephone: (415) 642-7278

University of California, Davis
Davis, California 95616

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 14,500
Chicanos: 300 (2.1%)

EOP
Augustine Gallegos
Salvadore Alcala
Telephone: (916) 752-2390

Chicano Studies Program
Gustavo Gonzales, Chairman
Telephone: (916) 752-2428
Jesus Leyva, Assistant to Chancellor
for Chicano Affairs
Telephone: (916) 752-2421

Student Organization
MECHA
Arturo Fernandez, Chairman

University of California, Irvine
Irvine, California 92664

Enrollment
1967-68 Total: 3,899
Chicanos: 33 (0.8%)
1971-72 Total: 6,879
Chicanos: 200 (2.9%)

EOP
Manuel Gomez, Assistant Dean, Recruiting Services
Telephone: (714) 833-5411

Chicano Culture
Dr. Carlos Munoz, Chairman
Telephone: (714) 833-5410

Student Organization
MECHA
Ramon Munoz
Telephone: (714) 833-6057

University of California, Los Angeles
405 Hilgard Ave.
Los Angeles, California 90024

Enrollment
1967-68 Total: 27,000
Chicanos: 76 (0.3%)
1971-72 Total: 28,000
Chicanos: 2,000 (7.1%)

EOP
Juan Lara, Director
Gil Beanes
Office of Undergraduate Recruitment and Development
Campbell Hall, Room 1239
Telephone: (213) 825-3885

Academic Advancement Program
Pete Luna, Director
Campbell Hall, Room 1235
Telephone: 825-2863

Chicano Studies
Dr. Rodolfo Alvarez, Chairman
Campbell Hall, Room 3121
Telephone: (213) 825-2363

Student Organization
MECHA
Gene Barreras, Chairman

Chicano Business Students'Association
Alfonso Romero, President
Jon Sedillos (graduates)
Telephone: (213) 825-4558

University of California, Riverside
East University Ave.
Riverside, California 92502

Enrollment
1967-68 Total: 4,000
Chicanos: 50 (1.3%)
1971-72 Total: 6,100
Chicanos: 250 (4.1%)

EOP
Ed Apodaca, Director
Telephone: (714) 787-3669

Mexican American Studies Program
Carlos Cortes, Chairman
P.O. Box 112
Telephone: (714) 787-3683

Student Organization
MECHA
Augustine Rios
Telephone (714) 787-4673

University of California, San Diego
La Jolla, California 92037

Enrollment
1967-68 Total: 3,700
Chicanos: 15 (0.4%)
1971-72 Total: 4,700
Chicanos: 325 (6.9%)

EOP
Richard Valdez, Assistant Dean of Recruitment
Telephone: (714) 453-2000, Ext.2162

Mexican American Studies
Arturo Madrid
Telephone: (714) 453-2000, Ext.2405

Student Organization
MECHA
Chato Benitez
Telephone: (714) 453-2000, Ext.1917

University of California, San Francisco
San Francisco, California 94110

Enrollment
1967-68 Total: 2,000
Chicanos: 10 (0.5%)
1971-72 Total: 2,700
Chicanos: 100 (3.7%)

EOP
Manuel Larez, Assistant Dean of Students
Telephone: (415) 666-4181

Personnel
Raul Moreno, Senior Employment Representative
Telephone: (415) 666-1073

School of Medicine
Dr. David Sanchez Jr.
Telephone: (415) 648-8200, Ext.268

Student Organization
Chicanos in Health and Education
Michael Gomez, Chairman

University of California, Santa Barbara
Santa Barbara, California 93106

Enrollment
1967-68 Total: 10,000
Chicanos: 28 (0.3%)
1971-72 Total: 11,666
Chicanos: 300 (2.6%)

EOP
W. Villa, Associate Director
Undergraduate Division
Building 477, Room 102
Telephone: (805) 961-2865

Department of Chicano Studies
Dr. Carlos Zamora, Chairman
Telephone: (805) 961-3012

Chicano Studies Center
Dr. Jesus Chavarria, Director
Fernando De Nocochea, Associate Director
Telephone: (805) 961-3794

Student Organization
MECHA
Javier Escobar

University of California, Santa Cruz
156 High St.
Santa Cruz, California 95060

Enrollment
1967-68 Total: 1,800
Chicanos: 5 (0.3%)
1971-72 Total: 4,355
Chicanos: 200 (4.6%)

EOP
Roberto Rubalcava, Coordinator
Central Service Building, Room 150-B
Telephone: 429-2296, 7

Mexican American Studies
Dr. Rodolfo Guzman
Merrill College
Office No. 10
Telephone:(408) 429-2296

Student Organization
MECHA
Rudy Escobedo
Telephone: (408) 429-4255

California Colleges (Private)

Chapman College
333 N. Glassell St.
Orange, California 92666

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 1,200
Chicanos: 12 (1%)

Student Organization
MECHA
Lorenzo Mendez, Chairman
Telephone: (714) 633-8821, Ext.203

Claremont College (Pomona)
1009 N. College Ave.
Claremont, California 91711

Enrollment
1967-68 Total: 4,000
Chicanos: 45 (1.1%)
1971-72 Total: 4,500
Chicanos: 200 (4.4%)

Chicano Admissions Office
Rogelio Gama, Admissions Officer
Center for Educational Opportunity
Telephone: (714) 626-8511, Ext.3347

Chicano Studies Center
Edward Quevedo, Associate Director and
Dean of Students
919 N. Columbia Ave.
Telephone: (714) 626-8511, Ext.3710

Student Organization
MECHA
Rafael Lara, President
Telephone: (714) 626-8511, Ext. 2097

Holy Names College
3500 Mountain Blvd.
Oakland, California 94619

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Mexican American Studies
Telephone: (415) 436-0111

Student Organization
MECHA

Immaculate Heart College
2021 N. Western Ave.
Los Angeles, California 90027

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Mexican American Studies
Sister Venegas
Telephone: (213) 462-1301, Ext.285

Student Organization
MECHA

Mills College
MacArthur St. and Seminary Ave.
Oakland, California 94613

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 925
Chicanos: 25 (2.7%)

Supportive Services
Carmen Carrillo-Beron, Coordinator
Telephone: (415) 632-4370

Ethnic Studies/Mexican American Studies
Beatriz Pesquera
Telephone: (415) 632-4370

Student Organization
MECHA
Licha Alvarez
Telephone: (415) 632-4370

Northrop Institute of Technology
1155 W. Arbor Vitae St.
Inglewood, California 90306

Enrollment
1967-68 Total: 2,002
Chicanos: 46 (2.3%)
1971-72 Total: 1,672
Chicanos: 59 (3.5%)

Occidental College
1600 Campus Rd.
Los Angeles, California 90041

Enrollment
1967-68 Total: 1,600
Chicanos: 35 (2.2%)
1971-72 Total: 1,800
Chicanos: 91 (5.1%)

Chicano Admissions Program
Raul J. Cardoza, Assistant Dean of Admissions
Telephone: 255-5151, Ext.243

Chicano Studies
Antonio Miranda
Telephone: (213) 255-5151, Ext.284

Student Organization
MECHA
Ruben Munoz
Box 708
Telephone: (213) 255-5151

Pepperdine College
1121 W. 79th St.
Los Angeles, California 90044

Enrollment
1967-68 Total: 2,200
Chicanos: 8 (0.4%)
1971-72 Total: 2,400
Chicanos: 34 (1.4%)

Chicano Studies
Glenn Valenzuela

Student Organization
MECHA
Manuel Cons, Chairman
Telephone: (213) 753-1411

Pitzer College
1030 Dartmouth Ave.
Claremont, California 91711

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 725
Chicanos: 65 9%)

Special Admissions Program
R. Lopez
Telephone: (714) 626-8511

Whittier College
13421 E. Philadelphia St.
Whittier, California 90608

Enrollment
1967-68 Total: 1,900
Chicanos: 30 (1.6%)
1971-72 Total: 1,854
Chicanos: 132 (7.1%)

Special Admissions Program
Martin Ortiz, Director
El Centro De Asuntos Chicanos
P.O. Box 634
Telephone: (213) 693-0771, Ext.286

Student Organization
MECHA
Frank Orozco, Chairman
Telephone: (213) 693-0771, Ext.360

California Universities (Private)

Claremont University Center
1030 Dartmouth Ave.
Claremont, California 91711

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Mexican American Studies
R. Lopez
Telephone: (714) 626-8511, Ext.3710

Student Organization
MECHA

Loyola - Marymount University
7101 W. 80th St.
Los Angeles, California 90045

Enrollment
1967-68 Total: 1,400
Chicanos: 35 (2.5%)
1971-72 Total: 2,000
Chicanos: 225 (11.3%)

Special Admissions Program
Eduardo Hernandez Alarcon, Director

Mexican American Studies Department
Eddie Flores, Director
Telephone: (213) 670-1370, Ext.558

Student Organization
MECHA
Robert Schmiel
Telephone: (213) 670-1370

Redlands University
Johnston College
1200 E. Colton Ave.
Redlands, California 92373

Enrollment
1967-68 Total: 1,800
Chicanos: 7 (0.4%)
1971-72 Total: 1,400
Chicanos: 25 (1.8%)

Special Admissions Program
Lino Lopez
Off-Campus Intercultural Programs
Telephone: (714) 793-2121, Ext.496

Student Organization
MECHA
Jeff Espinosa

San Diego University
Alcala Park
San Diego, California 92110

Enrollment
1967-68 Total: 2,100
Chicanos: 17 (0.8%)
1971-72 Total: 2,400
Chicanos: 78 (3.3%)

EOP
Roberto Gutierrez, Director
Tony Aldana, Assistant
Telephone: (714) 291-6480, Ext. 352

Chicanos Studies
Telephone: (714) 291-6480

Student Organization
MECHA
Tony Aldana, President
Rogelio Sortillon
Telephone: (714) 291-6480, Ext. 352

Santa Clara University
Sanata Clara, California 95053

Enrollment
1967-68 Total: 3,000
Chicanos: 20 (0.7%)
1971-72 Total: 3,350
Chicanos: 170 (5.1%)

EOP
Adolfo McGovert
Special Assistant to the Vice President
on Chicano Affairs
Telephone: (408) 984-4108

Student Organization
MECHA
El Frente Estudiantil Chicano
Telephone: (408) 984-4108

Stanford University
Stanford, California 94305

Enrollment
1967-68 Total: 12,000
Chicanos: 10 (0.1%)
1971-72 Total: 12,500
Chicanos: 500 (4.0%)

Special Admissions Program
Gil Chavez
Admissions Office
Telephone: (415) 321-2300

Mexican American Studies
Luis Nogales
President's Assistant on Mexican American Affairs
Telephone: (415) 321-2300, Ext.3495

Student Organization
MECHA
Jose Razo, Chairman

University of Aztlan
410 N. Yosemite St.
Fresno, California 93701

Enrollment
1967-68 Total: 50
Chicanos: 50 (100%)
1971-72 Total:
Chicanos:

Coordinator
Eliezer Risco
Telephone: (209) 268-7455

Concept
Chicano Alternative to Education

University of Southern California
University Park
Los Angeles, California 90007

Enrollment
1967-68 Total: 18,000
Chicanos: 150 (0.8%)
1971-72 Total: 20,593
Chicanos: 264 (1.3%)

Center for Urban Studies
Raul Vargas, Coordinator,
Mexican American Projects
Telephone: (213) 746-6101

Student Services Center
Daniel Espinosa, Assistant Dean of Admissions
Student Union 301
Telephone: (213) 746-6544

Chicano Studies
Raul Isais, Chairman
Telephone: (213) 746-2083

Student Organization
MECHA
Arturo Abarca
Mary Ann Pacheco
Gilbert Lopez
Telephone: (213) 746-7990

California Two-Year Colleges

Bakersfield College
1801 Panorama Dr.
Bakersfield, California 93305

Enrollment
1967-68 Total: 5,462
Chicanos: 497 (9.1%)
1971-72 Total: 6,083
Chicanos: 742 (12.2%)

EOP
Al Zuniga, Director
Telephone: (805) 871-7120, Ext.209

Mexican American Studies
S. Hernandez
Telephone: (805) 871-7120

Student Organization
UMAS

Cabrillo College
6500 Soquel Dr.
Aptos, California 95003

Enrollment
1967-68 Total: 4,000
Chicanos: 50 (1.3%)
1971-72 Total: 6,178
Chicanos: 300 (4.9%)

EOP and Mexican American Studies
Rosamaria Gomez, Director
Telephone: (408) 475-6000, Ext.265

Student Organization
MECHA
Juan Viniegra
Ray Romo
Victor Mancha
Telephone: (408) 475-6000, Ext.210

Cerritos College
11110 E. Alondra Blvd.
Norwalk, California 90650

Enrollment
1967-68 Total: 10,555
Chicanos: 450 (4.3%)
1971-72 Total: 17,117
Chicanos: 1,846 (10.8%)

Special Services Program
Tony Rodriguez, Director
Telephone: (213) 860-2451, Ext.311

Mexican American Studies Program
Tony Rodriguez, Coordinator
Telephone: (213) 860-2451, Ext.267

Student Organization
MECHA
Robert Miranda, President
Telephone: (213) 860-2451, Ext.403

Chaffey College
5885 Haven Ave.
Alta Loma, California 91701

Enrollment
1967-68 Total: 7,459
Chicanos: 609 (8.2%)
1971-72 Total: 8,565
Chicanos: 858 (10.0%)

Contact
Delia Segovia, Counselor
Telephone: (714) 987-1737, Ext.262

Student Organization
MECHA
Tony Flores
Telephone: (714) 987-1737, Ext.311

Compton College
1111 E. Artesia Blvd.
Compton, Califonria 90221

Enrollment
1967-68 Total: 5,233
Chicanos: 366 (7.0%)
1971-72 Total: 6,715
Chicanos: 762 (11.3%)

Project Hope - Special Services
Roberto Gomez, Director
Telephone: (213) 635-8081, Ext. 252

Mexican American Studies
Adolfo Bermeo, Chairman
Telephone: (213) 635-8081, Ext. 301

Contact
Alejandro Lopez Fisher, Counselor
Telephone: (213) 635-8081

Student Organization
MECHA
Junta Directiva
Telephone: (213) 635-8081, Ext. 301

Contra Costa College
2600 Mission Bell Dr.
San Pablo, California 94806

Enrollment
1967-68 Total: 5,351
Chicanos: 175 (3.3%)
1971-72 Total: 7,388
Chicanos: 453 (6.1%)

EOP
Arturo Martinez
Olivia Mercado
David Melgoza
Telephone: (415) 235-7800, Ext.357

Chicano Studies Department
Pedro Silva, Chairman
Telephone: (415) 235-7800, Ext.349

Student Organization
Chicano Student Union
Arturo Martinez, President
Telephone: (415) 235-7800, Ext.357

Cuesta College
P.O. Box J
San Luis Obispo, California 93401

Enrollment
1967-68 Total: 1,363
Chicanos: 106 (7.8%)
1971-72 Total: 2,114
Chicanos: 144 (6.8%)

Contact
Frank Martinez
Assistant of Educational Services
Telephone: (805) 544-2943

Cypress College
9200 Valley View Ave.
Cypress, California 90630

Enrollment
1967-68 Total: 4,139
Chicanos: 170 (4.1%)
1971-72 Total: 7,790
Chicanos: 334 (4.3%)

Student Educational Development Center
Ray Solano, Director
Telephone: (714) 826-2220, Ext.223

Mexican American Studies
Ray Solano, Coordinator
Telephone: (714) 826-2220, Ext.223

Student Organization
MECHA
John Calderon
Telephone: (714) 826-2220, Ext.223

Diablo Valley College
321 Golf Club Rd.
Pleasant Hill, California 94523

Enrollment
1967-68 Total: 10,093
Chicanos: 350 (3.5%)
1971-72 Total: 14,000
Chicanos: 600 (4.3%)

Special Programs
Frank La San, Director
Telephone: (415) 685-1230, Ext.324

Mexican American Studies
Frank La San, Counselor-Coordinator
Telephone: (415) 685-1230

Student Organization
La Raza Unida
Hector Lopez
Telephone: (415) 685-1230, Ext.324

East Los Angeles College
5357 E. Brooklyn Ave.
Los Angeles, California 90022

Enrollment
1967-68 Total: 13,043
Chicanos: 4,608 (35.3%)
1971-72 Total: 14,042
Chicanos: 6,086 (43.3%)

Chicano Studies
Roberto E. Chavez, Chairman
Telephone: (213) 263-7261, Ext.240

Other Contact
Oscar Paez
Telephone: (213) 263-7261

Student Organization
La Vida Neuva
Rudolfo Gonzales, Chairman
Telephone: (213) 263-7261, Ext. 240

Fresno City College
1101 E. University Ave.
Fresno, California 93704

Enrollment
1967-68 Total: 9,313
Chicanos: 746 (8.0%)
1971-72 Total: 11,422
Chicanos: 1,880 (16.5%)

EOP
Robert Arroyo, Director

Other Contact
Frank Quintana, Counselor
Telephone (209) 264-4721

La Raza Studies
Venancio Gaona
Telephone: (209) 264-4721, Ext.380

Student Organization
MECHA
Larry Montano, President
Telephone: (209) 264-4721

Fullerton Junior College
321 E. Chapman Ave.
Fullerton, California 92634

Enrollment
1967-68 Total: 11,000
Chicanos: 400 (3.6%)
1971-72 Total: 12,000
Chicanos: 800 (6.7%)

EOP
Richard Ramirez, Director
Bill Vasquez, Assistant
Telephone: (714) 871-8000, Ext.16

Chicano Studies
Jerry Padilla, Chairman
Telephone (714) 871-8000, Ext.71

Student Organization
MECHA
Randy Guerrero, Chairman
Margarita Lourdes

Golden West College
15744 Golden West St.
Huntington Beach, California 92647

Enrollment
1967-68 Total: 2,847
Chicanos: 198 (8.0%)
1971-72 Total: 5,454
Chicanos: 490 (9.0%)

Special Services
A. Jimenez, Counselor
Telephone: (714) 892-7111, Ext.551

Mexican American Studies
Sheila Barzier
Telephone: (714) 892-7711

Student Organization
MECHA
Advisor: Professor Ernest Borunda

Hartnell College
156 Homestead Ave.
Salinas, California 93901

Enrollment
1967-68 Total: 2,125
Chicanos: 120 (5.6%)
1971-72 Total: 2,759
Chicanos: 501 (18.2%)

Chicano Recruitment Program
Jose Martinez
Telephone: (408) 422-9606, Ext.234

Chicano Studies
Robert Melendez
Telephone: (408) 422-9606, Ext.384

Student Organization
MECHA

Long Beach City College
4901 E. Carson St.
Long Beach, California 90808

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total
Chicanos:

EOP
Selena Velardi
Telephone: (213) 420-4273

Student Organization
MECHA
Carlos Dillenbeck, President

Los Angeles City College
855 N. Vermont Ave.
Los Angeles, California 90029

Enrollment
1967-68 Total: 11,500
Chicanos: 460 (4.0%)
1971-72 Total: 14,000
Chicanos: 1,400 (10.0%)

Chicano Studies
Armando Cisneros
Telephone: (213) 663-9141

Student Organization
MECHA
Art Rodriguez, Chairman
Telephone: (213) 660-9926

Los Angeles Harbor College
1111 Figueroa Pl.
Wilmington, California 90744

Enrollment
1967-68 Total: 7,000
Chicanos: 420 (6.0%)
1971-72 Total: 9,130
Chicanos: 1,115 (12.2%)

EOP
Antonio Sarinana, Director
Telephone: (213) 835-0161

Chicano Studies
Pat Carey-Herrera, Chairman
Telephone: (213) 835-0161

Student Organization
MECHA
Sal Mendoza, Chairman

Los Angeles Pierce College
6201 Winnetka Ave.
Woodland Hills, California 91364

Enrollment
1967-68 Total: 13,000
Chicanos: 377 (2.9%)
1971-72 Total: 17,000
Chicanos: 500 (2.9%)

EOP
Phil Padilla, Director

Mexican American Studies
Elaine Lepiers
Telephone: (213) 347-0551

Student Organization
MECHA
Bob Perez

Los Angeles Trade-Technical College
400 W. Washington Blvd.
Los Angeles, California 90015

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Student Organization
MECHA
Carlos Garcia, Chairman
Telephone: (213) 746-0800

Los Angeles Valley College
5800 Fulton Ave.
Van Nuys, California 91401

Enrollment
1967-68 Total: 15,500
Chicanos: 500 (3.2%)
1971-72 Total: 16,048
Chicanos: 1,500 (9.3%)

EOP
Ramiro Rosillo, Coordinator
Telephone: (213) 781-1200, Ext.230

Mexican American Studies
Arturo Avilä, Chairman
Telephone: (213) 781-1200, Ext.230

Student Organization
MECHA
Jo Anne Orijel
Telephone: (213) 994-1897

Merced College
3600 M St.
Merced, California 95340

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Contact
Arzamendi, Chicano Advisor
Vice President of Instruction
Telephone: (209) 723-4321

Merritt College
5714 Grove St.
Oakland, California 94609

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Mexican American Studies Department
Bernardo Garcia Pandavenes
Telephone: (415) 655-6001

Student Organization
MECHA

Moorpark College
7075 Campus Rd.
Moorpark, California 93021

Enrollment
1967-68 Total: 2,500
Chicanos: 200 (8.0%)
1971-72 Total: 3,800
Chicanos: 500 (13.2%)

EOP
Eduardo Escobero, Director
Telephone: (805) 529-2321, Ext.285

Chicano Studies
Frank Fierro, Chairman
Telephone: (805) 529-2321

Student Organization
MECHA
Richard Salas
Telephone: (805) 529-2321, Ext.260

Mt. San Antonio College
1100 N. Grand Ave.
Walnut, California 91789

Enrollment
1967-68 Total: 9,723
Chicanos: 546 (5.6%)
1971-72 Total: 10,230
Chicanos: 926 (9.1%)

Mexican American Studies
Telephone: (714) 595-2211

Special Programs – Mexican American
Eduardo Lopez, Supervisor
Telephone: (714) 595-2211, Ext.271

Student Organization
MECHA
Ralph Zamudio
Telephone: (714) 595-2211, Ext.271

Napa College
2277 Napa Vallejo Hwy.
Napa, California 94558

Enrollment
1967-68 Total: 1,400
Chicanos: 10 (0.7%)
1971-72 Total: 2,400
Chicanos: 35 (1.5%)

EOP
Jose Hoyos
Telephone: (707) 255-2100

Student Organization
MECHA
Sergio Martinez
Telephone: (707) 255-2100

Orange Coast College
2701 Fairview Rd.
Costa Mesa, California 92626

Enrollment
1967-68 Total: 15,097
Chicanos: 175 (1.2%)
1971-72 Total: 19,948
Chicanos: 500 (2.5%)

Special Opportunities Program
Richard Hernandez, Director
Telephone: (714) 834-5817

Student Organization
MECHA
Richard Mendoza, President
Telephone: (714) 834-5817

Pasadena City College
1570 E. Colorado Blvd.
Pasadena, California 91106

Enrollment
1967-68 Total: 12,480
Chicanos: 400 (3.2%)
1971-72 Total: 14,471
Chicanos: 687 (4.7%)

EOP
Ralph Gutierrez, Financial Aid
Telephone: (213) 795-6961, Ext. 401

Office for Chicano Affairs
Edward Hernandez
(213) 795-6961, Ext.486

Mexican American Studies
Henry Guzman, Chairman
Telephone: (213) 795-6961, Ext.264

Student Organization
MECHA
Rafael Martinez
Telephone: (213) 795-6961, Ext.486

Rio Hondo College
3600 Workman Mill Rd.
Whittier, California 90608

Enrollment
1967-68 Total: 7,000
Chicanos: 210 (3.0%)
1971-72 Total: 10,000
Chicanos: 2,500 (25.0%)

Programs for Minority and Disadvantaged Students
Sylvia Gonzales Harinck, Coordinator
Gloria Amador, Community Developer
Telephone: (213) 692-0921, Ext.209

Chicano Studies
Tony Nevarez

Student Organization
MECHA
Ted Aguirre, Chairman

Riverside City College
4800 Magnolia Ave.
Riverside, California 92506

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total: 10,114
Chicanos: 800 (7.9%)

EOP
Raul Gallardo, Assistant Director
Horacio Huerta, Tutor-Counseling Supervisor
Telephone: (714) 684-3240, Ext.244

Chicano Studies
Gilbert Jimenez
Telephone: (714) 684-3240, Ext.273

Student Organization
MECHA
Roberto Tafolloa, President
Telephone: (714) 684-3240, Ext.287

Sacramento City College
3835 Freeport Blvd.
Sacramento, California 95822

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Mexican American Studies Department
J. Gonzales
Telephone: (916) 444-6960

Student Organization
MECHA

San Bernardino Valley College
701 S. Mt. Vernon Ave.
San Bernardino, California 92403

Enrollment
1967-68 Total: 10,694
Chicanos: 900 (8.4%)
1971-72 Total: 14,000
Chicanos: 1,400 (10.0%)

EOP
Tom Rivera, Human Relations Counselor
Telephone: (714) 885-0231, Ext.233

Chicano Studies
Ron Arias
Telephone: (714) 885-0231, Ext.360

Student Organization
MECHA
David Molino
Telephone: (714) 885-0231, Ext.233

San Diego City College
1425 Russ Blvd.
San Diego, California 92101

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

EOP
Cruz Rangel, Director
Augie Sandoval
Telephone: (714) 234-8451, Ext.218

Chicano Studies
Telephone: (714) 234-8441

Student Organization
MECHA

San Diego Mesa College
7250 Artillery Dr.
San Diego, California 92111

Enrollment
1967-68 Total: 5,266
Chicanos: 230 (4.4%)
1971-72 Total: 6,922
Chicanos: 279 (4.0%)

EOP
Barbara Ballesteros

Chicano Studies Department
Cesar A. Gonzalez, Chairman
Telephone: (714) 279-2300, Ext.307

Student Organization
MECHA
Lupe Sandoval
Telephone: (714) 179-2300, Ext.307

San Francisco City College
50 Phelan Ave.
San Francisco, California 94112

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Mexican American Studies
Mr. Avalos
Telephone: (714) 587-7272, Ext.502

Student Organization
MECHA

San Joaquin Delta College
3301 Kensington Way
Stockton, California 95204

Enrollment
1967-68 Total: 12,000
Chicanos: 720 (6.0%)
1971-72 Total: 14,000
Chicanos: 2,156 (15.4%)

EOP
Daniel Flores
Tony Sedillo
Telephone: (209) 466-2631, Ext.215

Chicano Studies Division
Chris Martinez, Chairman
Telephone: (209) 466-2631

Student Organization
MECHA
Juan Lopez, Chairman

San Jose City College
2100 Moorpark Ave.
San Jose, California 95114

Enrollment
1967-68 Total: 10,712
Chicanos: 800 (7.5%)
1971-72 Total: 14,000
Chicanos: 1,900 (13.6%)

EOP
Armando Moreno, Director
Telephone: (408) 298-2181

Mexican American Studies
Dave Gutierrez, Chairman
Telephone: (408) 298-2181, Ext.318

Student Organization
Somos Raza
Ramiro Subia

Santa Ana College
1530 W. 17th St.
Santa Ana, California 92706

Enrollment
1967-68 Total: 5,000
Chicanos: 700 (14.0%)
1971-72 Total: 9,000
Chicanos: 1,700 (18.9%)

EOP
Dr. LeRoy Gloria, Dean
Luis C. Caudillo, Community Coordinator
Telephone: (714) 547-9561, Ext.326

Chicano Studies Department
Elias Ramirez
Telephone: (714) 547-9561, Ext. 321

Student Organization
MECHA
Manual G. Garcia, President
Elias Ramirez, Sponsor
Telephone: (714) 547-9561, Ext.321

Santa Barbara City College
721 Cliff Dr.
Santa Barbara, California 93109

Enrollment
1967-68 Total: 4,000
Chicanos: 250 (6.3%)
1971-72 Total: 5,000
Chicanos: 600 (12.0%)

Financial Aid and Placement Office
William J. Cordero, Director
Alicia Lopez Kurtz, Human Relations Assistant
Telephone: (805) 965-0581, Ext.293

Chicano Studies Department
Pablo Buckelew, Chairman
Telephone: (805) 965-0581, Ext.204

Other Contact
Frank Esparza, Counselor

Student Organization
MECHA
Nick Nacario
Telephone: (805) 965-0581, Ext.309

Santa Monica City College
1815 Pearl St.
Santa Monica, California 90406

Enrollment
1967-68 Total: 12,000
Chicanos: 250 (2.0%)
1971-72 Total: 13,000
Chicanos: 497 (3.8%)

Chicano Community Coordinator and Counselor
Ray Acevedo
Telephone: (213) 392-4911

Continuing Education and Instructional Services
Al Fernandez, Associate Dean
Telephone: (213) 392-4911

Chicano Studies - College and Community
Ray Acevedo

Student Organization
MECHA
Santiago Juan, Chairman

Santa Rosa College
1501 Mendocino Dr.
Santa Rosa, California 95401

Enrollment
1967-68 Total: 3,098
Chicanos: 78 (2.5%)
1971-72 Total: 5,541
Chicanos: 178 (3.2%)

EOP
George Carrillo, Director
Telephone: (707) 542-0315, Ext.265

Chicano Studies
Antonio B. Astengo
Telephone: (707) 542-0315, Ext.369

Student Organization
MECHA
Blanca Silvas, Lupe Jacinto
Angel Martinez, Victor Velarde
Telephone: (707) 542-0315, Ext.265

Ventura College
4667 Telegraph Rd.
Ventura, California 93003

Enrollment
1967-68 Total: 3,541
Chicanos: 400 (11.3%)
1971-72 Total: 4,730
Chicanos: 600 (12.7%)

Student Personnel
Ray Reyes
Telephone: (805) 642-3211, Ext.213

Student Organization
MECHA
Telephone: (805) 642-3211, Ext.207

Out-of-State Colleges and Universities

ARIZONA

Arizona State University
Tempe, Arizona 85281

Enrollment
1967-68 Total: 24,000
Chicanos: 600 (2.5%)
1971-72 Total: 26,564
Chicanos: 800 (3.0%)

Talent Search Program
Isidro Valles, Coordinator
Mathew Center, Room 135
Telephone: (602) 965-6482

Financial Aid
Eugene Marin, Director
Mathew Center, Room 133
Telephone: (602) 965-3355

Special Services
George Carrillo, Director
Mathew Center, Room 135
Telephone: (602) 965-6482

Community Services Program
Conrad C. Martinez, Coordinator
ASB, Room 111
Telephone: (602) 965-6305

Chicano Studies Program
Manuel P. Servin, Director
Telephone: (602) 965-2429

Chicano Studies Library Project
Christine N. Marin, Director
Hayden Library, Room 407, Level 5
Telephone: (602) 965-2894

Student Organization
MECHA
Danny Ortega
MU-264
Telephone: (602) 965-3873

La Alianza Universitaria
Arreon Carreon
Telephone: (602) 967-1288

University of Arizona
Tucson, Arizona 85721

Enrollment
1967-68 Total: 17,580
Chicanos: 850 (4.8%)
1971-72 Total: 26,558
Chicanos: 1,208 (4.5%)

New Start
Deanna Taylor
Student Recruitment Counselor
Education Building, Room 321
Telephone: (602) 884-2181

Office of the Assistant to the President - Minority Affairs
Felix L. Goodwin
Alumni Building, Room 111
Telephone: (602) 884-2181

Mexican American Studies Program
Dr. Renato Rosaldo, Department Head
Telephone: (602) 884-1983

Student Organization
Mexican American Student Association (MASA)
A.M. Guerrero, Advisor
Telephone: (602) 884-3298

COLORADO

Lamar Community College
2400 S. Main
Lamar, Colorado 81052

Enrollment
1967-68 Total: 300
Chicanos: 50 (16.7%)
1971-72 Total: 550
Chicanos: 175 (31.2%)

EOP
Anthony Valdez
Telephone: (303) 336-2248, Ext.60

Cultural Development
Anthony Valdez
Telephone: (303) 336-2248, Ext.60

Metropolitan State College
250 W. 14th Ave.
Denver, Colorado 80204

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Chicano Studies
Ruben Auguirre
Telephone: (303) 292-5190, Ext.255

Student Organization
United Mexican American Students (UMAS)
Lino Romero
Telephone: (303) 292-5190, Ext.312

University of Colorado
Boulder, Colorado 80302

Enrollment
1968-68 Total: 16,000
Chicanos: 40 (0.3%)
1971-72 Total: 20,000
Chicanos: 1,500 (7.5%)

EOP
Joe Franco, Director
Telephone: (303) 443-2211, Ext.8316

Chicano Studies
Salvador Ramirez, Chairman
Telephone: (303) 443-2211, Ext. 7798

Chicano Studies for State of Colorado
Josef Benavides, State Coordinator
Telephone: (303) 443-2211, Ext.7798

Student Organizations
United Mexican American Students (UMAS)
Alfredo Granados, President
Telephone: (303) 443-2211, Ext.6572

La Raza Law Students
Manuel Ramos

University of Colorado, Denver Center
1100 14th St.
Denver, Colorado 80202

Enrollment
1967-68 Total: 6,000
Chicanos: 39 (0.7%)
1971-72 Total: 7,000
Chicanos: 200 (2.9%)

EOP
Mexican American Education Program
Barbara Montano, Coordinator
Telephone: (303) 892-1117, Ext.377

Chicano Studies
Marcela L. Trujillo, Director
Telephone: (303) 892-1117, Ext.376

Student Organization
MECHA
Steve Montoya, President
Telephone: (303) 892-1117, Ext.376

CONNECTICUT

Yale University
1502A Yale Sta.
New Haven, Connecticut 06520

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Office of Undergraduate Admissions - Minority Recruitment
Fernando Inzunza
Telephone: (203) 436-0300

Student Organization
MECHA
Carlos R. Moreno
Julian Ponce

MASSACHUSETTS[1]

Boston University
Charles River Campus
Boston, Massachusetts 02215

Enrollment
1967-68 Total: 15,000
Chicanos: 0 (0%)
1971-72 Total: 26,000
Chicanos: 6 (0%)

Student Organization
MECHA
Elsa Ornelas
161 Bay State Rd.

Brandeis University - Graduate Programs and Schools
Heller School of Social Work
Waltham, Massachusetts 02154

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Student Organization
MECHA
Fernando Torres-Gil

Brandeis University - Undergraduate College
Waltham, Massachusetts 02154

Enrollment
1967-68 Total: 3,000
Chicanos: 0 (0%)
1971-72 Total: 3,000
Chicanos: 20 (0.7%)

Student Organization
GRITO
Martha Parrales
Nancy Greene
Student Mailroom, Box 1411
Telephone: (617) 899 7418

Harvard Business School
Boston, Massachusetts 02163

Enrollment
1967-68 Total: 1400
Chicanos: 0 (0%)
1971-72 Total: 1400
Chicanos: 21 (1.5%)

EOP
Ramon A. Estrada
Assistant to the Director of Admissions
Telephone: (617) 495-6127

Student Organization
UMAS
Ruben Aragon
Telephone: (617) 498-5689

[1]Data on Massachusetts education institutions were provided by MECHA of Boston, whose address is:
The MECHA Students of Boston
Student Association Office
Kresge Hall
Harvard Business School
Boston, Massachusetts 02163

Harvard College
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total: 5500
Chicanos: 2 (0.03%)
1971-72 Total: 6500
Chicanos: 24 (0.4%)

Student Organization
MECHA-Raza
David Mares
Pennypacker 26
Telephone: (617) 498-3716

Harvard Dental School
107 Ave. Louis Pasteur, No. 210
Boston, Massachusetts 02115

Enrollment
1967-68 Total: 18
Chicanos: 0 (0%)
1971-72 Total: 18
Chicanos: 2 (11.1%)

Student Organization
National Chicano Health Organization (NCHO)
Paul Perez
210 Vanderbilt

Harvard Kennedy School of Government
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total: 150
Chicanos: 0 (0%)
1971-72 Total: 200
Chicanos: 2 (1.0%)

Student Organization
MECHA
Roland Casteneda
2 Peabody Ter., No. 803
Telephone: (615) 547-2618

Harvard Law School
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total: 1500
Chicanos: 0 (0%)
1971-72 Total: 1500
Chicanos: 20 (2.3%)

Student Organization
Chicano Law Students Association
Jorge Rangel, Chairman
Telephone: (617) 547-6196
Daniel Gandara
19 Everett, No. 23
Telephone: (617) 498-4810

Harvard Medical School
Boston, Massachusetts 02115

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Student Organization
MECHA
Richard Rivera
20 Thorn St., Suite 2

Harvard University,
Arts and Sciences
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total:
Chicanos: 0
1971-72 Total:
Chicanos: 4

Student Organization
MECHA
Ninfa Flores
6 Ash St, No. 242
Telephone: (617) 495-4127

Harvard University, Design
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total:
Chicanos: 0
1971-72 Total:
Chicanos: 2

Dept.of Architecture
Efren Gutierrez
362 Harvard St.
Telephone: (617) 547-9234

Dept.of Urban Design
Eduardo Martinez
69 Grozier Rd.
Telephone: (617) 354-8180

Student Organization
MECHA
Chuck Alcala, Chairman
106 Larsen Hall, Appian Way

Harvard University, Education

Roy E. Larsen Hall, Appian Way
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total: 900
Chicanos: 2 (0.2%)
1971-72 Total: 1000
Chicanos: 8 (0.8%)

Student Organization
MECHA-MAYO
Tom Perez
56 Ossipee Rd.
Somerville, Massachusetts
Telephone: (617) 776-4239
(617) 495-4381

Massachusetts Institute of Technology
Dept. of Urban Studies and Planning
Cambridge, Massachusetts 02139

Enrollment
1967-68 Total: 7,700
Chicanos: 0
1971-72 Total: 7,700
Chicanos: 15

Student Organization
MECHA
Raul Martinez
77 Massachusetts Ave.
Telephone: (617) 253-1000, Ext.0197

Radcliffe College
10 Garden St.
Cambridge, Massachusetts 02138

Enrollment
1967-68 Total: 330
Chicanos: 0 (0%)
1971-72 Total: 400
Chicanos: 4 (1.0%)

Student Organization
MECHA-Raza (Chicanos)
Jo Ana Sanchez
Assistant, Student Admissions
12 Walker St.
Telephone: (617) 498-7470
(617) 498-6937

Tufts University
Medford, Massachusetts 02155

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Patricio Serna
Harvard Law School
514 Hastings
Cambridge, Massachusetts 02138
Telephone: (617) 498-4823

University of Massachusetts
Amherst, Massachusetts

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Student Organization
MECHA
Jose Villarreal
27 Greycliff Rd.
Brighton, Massachusetts 02135

Vassar College

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

c/o Gustavo Sanchez
Adams House
Harvard College
Cambridge, Massachusetts 02138

Wellesley
Wellesley, Massachusetts 02181

Enrollment
1967-68 Total:
Chicanos:
1971-72 Total:
Chicanos:

Joaquin Availa
Ames Hall, Room 409
Cambridge, Massachusetts 02138
Telephone: (617) 498-4054

NEW MEXICO

New Mexico Highlands University
Las Vegas, New Mexico 87701

Enrollment
1967-68 Total: 2,128
Chicanos: 1,064 (50.0%)
1971-72 Total: 2,679
Chicanos: 1,450 (54.1%)

Special Services Project
Dr. Antonio T. Gallegos, Director
Telephone: (505) 725-7511, Ext.280

Ethnic Studies Committee
Pedro Rodriquez
Telephone: (505) 425-7511, Ext.361

Student Organization
Chicano Associated Student Organization (CASO)
Eugene Garcia

New Mexico State University
Box 4450
Las Cruces, New Mexico 88001

Enrollment
1967-68 Total: 6,807
Chicanos: 1,243 (18.3%)
1971-72 Total: 7,440
Chicanos: 1,324 (17.8%)

Special Student Services Project
Alex A. Sanchez, Director
Telephone: (505) 646-1336

Chicano Studies
Roy Paz
Telephone: (505) 646-4207

Student Organizations
Los Chicanos de NMSU
Larry Lucero
Telephone: (505) 646-4207

University of New Mexico
1815 Roma, NE
Albuquerque, New Mexico 87106

Enrollment
1967-68 Total: 16,000
Chicanos: 1,700 (10.6%)
1971-72 Total: 18,500
Chicanos: 2,900 (15.7%)

College Enrichment
Dr. Dan Chavez, Director
Telephone: (505) 277-2500

Chicano Studies Center
Antonio Mondragon, Director
Telephone: (505) 277-5940

Student Organization
MECHA
Felipe Gonzales
Telephone: (505) 277-5029

TEXAS

Juarez Lincoln/Antioch Graduate Chicano Center
P.O. Box 964
6745A Calmont
Fort Worth, Texas 7616

Enrollment
1967-68 Total: 0
Chicanos: 0
1971-72 Total: 47
Chicanos: 42 (89.4%)

Contacts
Dr. Leonard J. Mestas
Andre Guerrero
Juan Rivera

Texas Lutheran College
Seguin, Texas 78155

Enrollment
1967-68 Total: 850
Chicanos: 4 (0.5%)
1971-72 Total: 1,017
Chicanos: 53 (5.2%)

Mexican American Studies Center
Gilbert Narro Garcia
Telephone: (512) 379-4161, Ext.61

Student Organization
Social Involvement of Mexican Americans
Telephone: (512) 379-4161

University of Houston
3801 Cullen
Houston, Texas 77004

Enrollment
1967-68 Total: 23,713
Chicanos: 527 (2.2%)
1971-72 Total: 26,475
Chicanos: 584 (2.2%)

Special Services for Disadvantaged Students, Office of Scholarships and Financial Aid

Chicano Studies Program
Dr. Julius Rivera
Telephone: (713) 748-6600, Ext.1085

Student Organization
Mexican American Youth Organization (MAYO)
Elliott Navarro
Telephone: (713) 673-2068

University of Texas at Austin
Austin, Texas 78712

Enrollment
1967-68 Total: 28,000
Chicanos: 650 (2.3%)
1971-72 Total: 40,000
Chicanos: 1,000 (2.5%)

Special Programs and Ethnic Affairs
Rudy Garza
Student Developmental Specialist
Telephone: (512) 471-1201

Center for Mexican American Studies
Professor Americo Paredes
Telephone: (512) 471-4557

Student Organization
Mexican American Youth Organization (MAYO)
Beatrice Gonzalez
Telephone: (512) 471-4494

University of Texas at El Paso
El Paso, Texas 79968

Enrollment
1967-68 Total: 8,500
Chicanos: 3,000 (35.3%)
1971-72 Total: 12,000
Chicanos: 4,500 (37.5%)

EOP
HELP
John Guzman

Upward Bound
Pete Duarte

Teacher Corps
Dr. Tom Arciniega
Telephone: (915) 747-5462

Chicano Studies
Carina Ramirez, Chairman
Telephone: (915) 747-5462, Ext.63

Student Organization
MECHA
David Campos, Chairman
Telephone: (915) 747-5237

UTAH

University of Utah
Salt Lake City, Utah 84112

Enrollment
1967-68 Total: 18,236
Chicanos: 12 (0.1%)
1971-72 Total: 21,668
Chicanos: 325 (1.5%)

Minority Program
Mike Melendez, Chicano Advisor
Telephone: (801) 581-8151

Chicano Studies
Bill Gonzales, Spanish Instructor
Telephone: (801) 581-7451

Student Organization
Chicano Student Association
Solomon Chacon
Telephone: (801) 364-1335

Weber State College
3750 Harrison Blvd.
Ogden, Utah 84403

Enrollment
1967-68 Total: 6,000
Chicanos: 25 (0.4%)
1971-72 Total: 8,000
Chicanos: 129 (1.6%)

Ethnic Studies Institute
John E. Ulibarri, Instructor/Advisor
Telephone: (801) 399-5941, Ext.572
Dr. Richard O. Ulibarri, Director
Telephone: (801) 399-5941, Ext.280

Student Organization
Associated Spanish-Mexican American Students
Paul Hinojosa
Telephone: (801) 773-1873

WASHINGTON

University of Washington
1400 Campus Pkwy., NE
Seattle, Washington 98105

Enrollment
1967-68 Total: 33,000
Chicanos: 6 (0.02%)
1971-72 Total: 34,000
Chicanos: 300 (0.9%)

Office of Minority Affairs
Samuel T. Martinez, Supervisor, Chicano Division
Telephone: (206) 543-9295

Chicano Studies
Jesus Rodriquez, Director
Telephone: (206) 543-9080

Student Organization
MECHA
Salvador Romero
Telephone: (206) 543-4635

Washington State University
Pullman, Washington 99163

Enrollment
1967-68 Total: 14,000
Chicanos: 3 (0.02%
1971-72 Total: 14,500
Chicanos: 60 (0.4%)

Financial Aid Office
Dan Tijerina
Telephone: (509) 335-5528

Estudios Chicanos
Reymundo Marin, Director of Chicano Studies
Telephone: (509) 335-8656

Student Organization
MECHA
Francisco Segura
Telephone: (509) 335-8656

WYOMING

University of Wyoming
Laramie, Wyoming 82070

Enrollment
1967-68 Total: 7,000
Chicanos: 18 (0.3%)
1971-72 Total: 8,000
Chicanos: 150 (1.9%)

Special Services
Louis Sarabia, Director, Special Services
Telephone: (303) 766-6189

Upward Bound
Tony Hernandez, Director
Telephone: (303) 766-4239

Ethnic Studies Program
Anne Slater, Dean
Telephone: (303) 766-4108

Student Organizations
Chicano Students' Coalition
Leland Martinez
Telephone: (303) 766-6189

APPROXIMATE NUMBER OF CHICANO GRADUATES FROM COLLEGES AND UNIVERSITIES IN 1972[1]

State/Institution	Engineering	Other Technical	Nontechnical	Total
ARIZONA				
Arizona State University, Tempe	6	3	19	28
Northern Arizona University, Flagstaff	1	3	10	14
University of Arizona, Tucson	12	15	61	88
CALIFORNIA				
California Institute of Technology	2	1	0	3
California State College, Dominguez Hills	0	2	8	10
California Stage College, Fresno	3	13	29	45
California State College, Fullerton	1	2	104	107
California State College, Long Beach	9	15	97	121
California State College, Los Angeles	10	8	121	139
California State College, Sacramento	4	5	106	115
California State College, San Diego	6	12	20	38
California State College, San Fernando Valley	5	9	45	59
California State College, San Jose	5	16	97	118
California State Polytechnic College–Pomona	10	15	30	55
California State Polytechnic College–San Luis Obispo	3	5	10	18
Northrop Institute of Technology	2	0	0	2
Stanford University	11	5	17	33
University of California, Berkeley	5	10	20	35
University of California, Davis	2	5	7	14
University of California, Irvine	0	0	16	16
University of California, Los Angeles	19	16	43	78
University of California, Santa Barbara	1	4	17	22
University of California, Santa Clara	5	3	21	29
University of Southern California	2	4	15	21
COLORADO				
Colorado State University	1	3	7	11
University of Colorado	0	2	13	15
University of Denver	0	2	7	9
IDAHO				
University of Idaho	0	2	3	5
MONTANA				
Montana State College	0	1	3	4
NEW MEXICO				
New Mexico State University	38	14	117	169
University of New Mexico	2	2	25	29
OREGON				
Oregon State University	5	4	21	30
SOUTH DAKOTA				
South Dakota School of Mines and Technology	0	1	0	1
TEXAS				
Texas Technological College	3	7	45	55
University of Texas at El Paso	23	7	74	104
UTAH				
Brigham Young University	1	2	9	12
University of Utah	1	2	2	5
Utah State University	0	0	1	1
Weber State College	1	2	3	6
WASHINGTON				
University of Washington	5	12	25	42
Washington State University	1	4	9	14
WYOMING				
University of Wyoming	0	2	3	5
	205	240	1280	1725

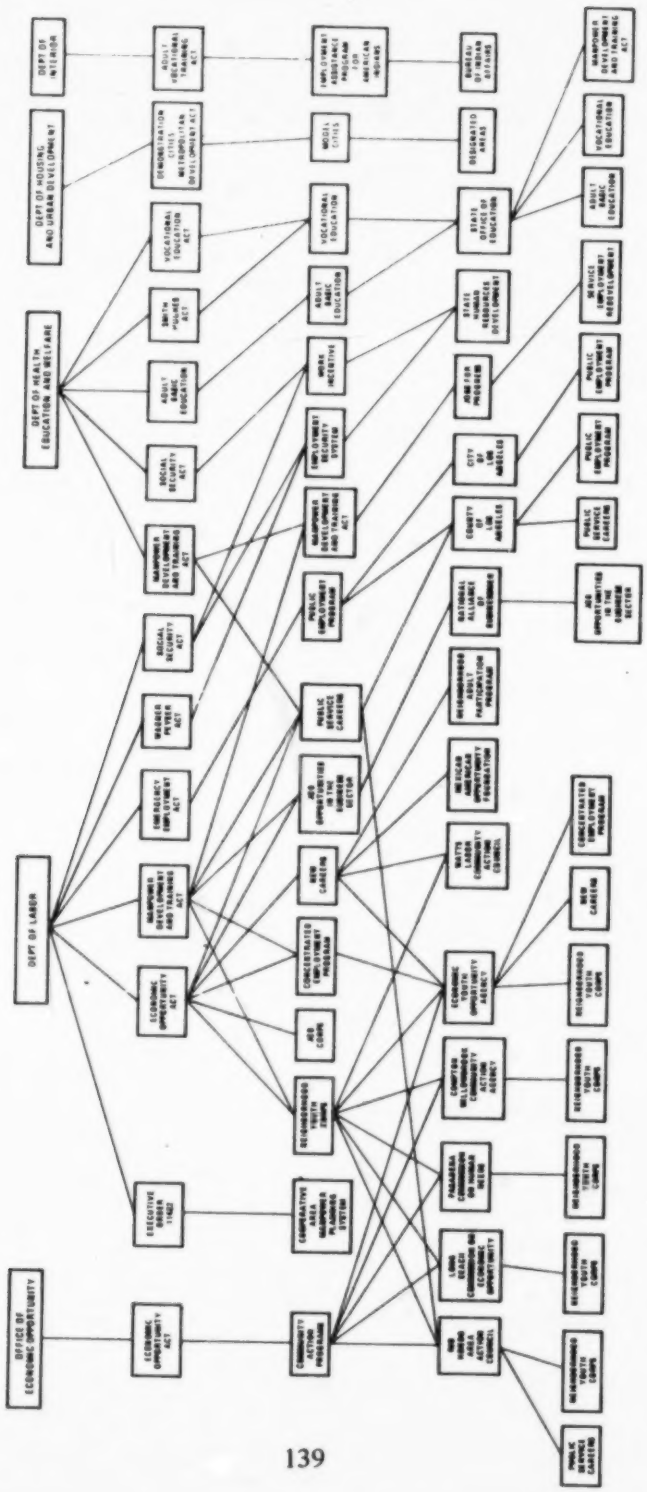
[1]These figures resulted from an informal PMAA study.

IV Manpower and Training Sources are Essential

Community training agencies must be responsive to the rapidly changing skill requirements of commerce and industry.

FUNDING FLOW CHART

The following chart illustrates preliminary findings of the funding patterns used in manpower programs by major federal agencies in the Los Angeles Standard Metropolitan Statistical Area (SMSA). The structure, which reflects the relationships as of January 1, 1972, is not complete.



Los Angeles SMSA Manpower Programs

SOURCES OF CHICANO MANPOWER AND TRAINING

The following is a partial list of manpower and training recruitment sources with Chicano heads or contacts. Time did not permit a more thorough listing of sources, contacts, or other information.

California State Department of Human Resources Development (HRD)

The responsible centers of HRD, Service Center Program, Commission on Aging, and the State Office of Economic Opportunity are designated below.

Employment Centers

Comprehensive manpower services are available at the following centers:

East Los Angeles
Benigno Lopez, Manager
Frank C. Martinez, Assistant Manager
929 N. Bonnie Beach Pl.
Los Angeles, California 90063
(213) 264-5100

Santa Monica
Ralph Velasquez, Manager
828 Broadway
Santa Monica, California 90401
(213) 451-9811

Venice
Joe Pacillas, Manager
324 S. Lincoln Blvd.
Venice, California 90291
(213) 392-4811

Service Centers

These centers are designed to emphasize coordination and cooperation between federal, state, county, city, and private agencies. Housed in one location for economy and convenience, their primary mission is to help disadvantaged people become economically self-sufficient.

East Los Angeles
Benigno Lopez, Manager
Frank C. Martinez, Assistant Manager
929 N. Bonnie Beach Pl.
Los Angeles, California 90063
(213) 264-5100

Venice
Joe Pacillas, Manager
324 S. Lincoln Blvd.
Venice, California 90291
(213) 392-4811

Manpower Service Centers

In addition to employee referrals, some of these centers offer outreach/recruitment, remedial education, prevocational and vocational training, counseling, on-the-job training (OJT) contracts, tutoring, etc.

Community and Human Resources Agency (CHRA)
Richard S. Amador, Executive Director
5327 E. Beverly Blvd.
Los Angeles, California 90022
(213) 724-6500

The East Los Angeles Community Union (TELACU)
Roy Escarcega, Manpower Director
1330 S. Atlantic Blvd.
Los Angeles, California 90022
(213) 268-6745

East Los Angeles Concentrated Employment Program
Ernie Ramirez, Manager
3421 E. Olympic Blvd.
Los Angeles, California
(213) 744-2168

East Los Angeles Job Clearinghouse
Armando Lorenz, Executive Director
929 N. Bonnie Beach Pl.
Los Angeles, California 90063
(213) 264-5100

Mexican American Opportunity Foundation (MAOF)

East Los Angeles Office (Headquarters)
Dionicio Morales, Executive Director
2834 Whittier Blvd.
Los Angeles, California 90023
(213) 268-1941

La Puente Office
Manuel Magano, Supervisor
136-1/2 N. 1st St.
La Puente, California 91744
(213) 330-3153

Oxnard Office
Joe Anquiano
506 E. Cooper Rd.
Oxnard, California 93030
(805) 483-9539

Pomona Office
1044 W. Mission Blvd.
Pomona, California 91766
(714) 623-6931

United Community Efforts, Inc. (UCE)

Richard M. Tafoya, Executive Director
3504 E. Olympic Blvd.
Los Angeles, California 90023
(213) 264-2020

Occupational Training Centers

The Los Angeles City School Division of Adult Education program is designed to meet the need for improving and upgrading adult occupational skills.

East Los Angeles
Oscar Gallego, Principal
1048 N. Chicago St.
Los Angeles, California 90033
(213) 223-1283

North Valley
Wesley Balbuena Sr., Principal
11450 Sharp Ave.
Mission Hills, California 91340
(213) 365-9645

Skill Centers

A federally funded program, operated under local control, has been successful in training and placing students.

East Los Angeles
Joe Tijerina, Principal
1260 S. Monterey Pass Rd.
Monterey Park, California 91754
(213) 263-9075

Pacoima
Bill Valencia
13323 Louvre St.
Pacoima, California 91331
(213) 896-9558

Contact

Contact, operated by Los Angeles County, State of California, and U.S. Bureau of Prisons, offers supportive counseling to the ex-offender or the businessman. It provides a central telephone number through which an employer can quickly locate a carefully screened skilled employee who is on probation or parole.

161 W. Venice Blvd.
Los Angeles, California 90015
(213) 748-0371

Operation SER (Service Employment Redevelopment)

National Office
Ricardo Zazueta, Executive Director
9841 Airport Blvd.
Los Angeles, California 90045
(213) 649-1511

ARIZONA

National Field Office
Frank Quihuis, Director
2602 S. 24th St., Suite B
Phoenix, Arizona 85034
(602) 258-8165

SER-CEP[1]
2450 S. 24th St.
Phoenix, Arizona 85034
(602) 252-7691

SER-MDTA[2]
5170 W. Bethany Home Rd.
Glendale, Arizona 85301
(602) 934-3231

SER-MDTA
40 W. 28th St.
Tucson, Arizona 85705
(602) 624-8629

SER-MDTA
1020 S. 4th Ave.
Yuma, Arizona 85364
(602) 782-4319

CALIFORNIA

AEROSPACE TITLE I
9841 Airport Blvd.
Los Angeles, California 90045
(213) 649-1511

NEW CAREERS
317 N. Soto St.
Los Angeles, California 90033
(213) 266-1483

SER-MDTA
P.O. Box 1715
El Centro, California 92243
(714) 352-8514

SER-MDTA
4002 E. Jensen
Fresno, California 93702
(209) 485-6790

SER-MDTA
2434 E. 1st St.
Los Angeles, California 90063
(213) 264-7640

SER-MDTA
1403 W. Pico Blvd.
Los Angeles, California 90015
(213) 749-3301

SER-MDTA
1621 Hoover St.
National City, Callfornia 92050
(714) 477-9351

SER-MDTA
12124 E. Front St.
Norwalk, California 90659
(213) 868-9871

SER-MDTA
195 D St.
San Bernardino, California 92408
(714) 888-6671

SER-MDTA
440 Potrero Ave.
San Francisco, California 94110
(415) 864-0336

SER-MDTA
397 E. Court
San Jose, California 95116
(408) 275-1260

SER-MDTA
2541 S. Main St.
Santa Ana, California 92707
(714) 540-0261

SER TALENT SEARCH
249 S. 2nd St.
San Jose, California 95112
(408) 286-3875

SKILLS BANK CENTER
335 S. 1st St.
San Jose, California 95112
(408) 287-7750

TRAINING CENTER
3545 E. 1st St.
Los Angeles, California 90063
(213) 266-4621

COLORADO

National Field Office
Louis Trujillo, Director
2525 W. Alameda Ave., Suite 204
Denver, Colorado 80219
(303) 934-2177

EMERGENCY SCHOOL ASSISTANCE
2525 W. Alameda Ave., Suite 204
Denver, Colorado 80219

SER-MDTA
217 S. Washatch Ave.
Colorado Springs, Colorado 80903
(303) 475-7540

SER-MDTA
1039 Inca St.
Denver, Colorado 80204
(303) 534-3186

SER-MDTA
104 E. 7th St.
Pueblo, Colorado 81003
(303) 545-7680

SER TALENT SEARCH
2525 W. Alameda Ave., Suite 204
Denver, Colorado 80219
(303) 922-8384

ILLINOIS

SER-MDTA
1345 W. 19th St.
Chicago, Illinois 60608
(312) 733-7120

INDIANA

SER-MDTA
2001 E. Columbo Dr.
E. Chicago, Indiana 46312
(219) 397-1550

KANSAS

SER-MDTA
121 W. 4th St.
Topeka, Kansas 66603
(913) 235-6225

MICHIGAN

SER-MDTA
3305 W. Lafayette
Detroit, Michigan 48216
(313) 961-9670

NEBRASKA

SER-MDTA
812 E. 9th St.
P.O. Box 1190
Scottsbluff, Nebraska 69361
(308) 632-4685

NEVADA

SER-MDTA
1111 S. Las Vegas, Suite 331
Las Vegas, Nevada 89104
(702) 385-3876

NEW MEXICO

National Field Office
Ray A. Armenta, Director
515 Central, NE
Albuquerque, New Mexico 87101
(505) 243-3787

SER-CEP
515 Central, NE
Albuquerque, New Mexico 87101
(505) 243-7837

SER-MDTA
1019 Tijeras, NW, Room 211
Albuquerque, New Mexico 87102
(505) 247-0401

SER-MDTA
First National Bank Tower, Suite 422
Las Cruces, New Mexico 88001
(505) 524-1946

SER-MDTA
515 Don Gaspar Ave.
Santa Fe, New Mexico 87501
(505) 988-4463

TEXAS

National Field Office
John L. Campos, Director
326 International Building
318 W. Houston St.
San Antonio, Texas 78205
(512) 223-6155

OPERATIONS DETOUR
214 Dwyer Ave., Room 205
San Antonio, Texas 78204
(512) 224-1606

SER-CEP
2720 Leeland St.
Houston, Texas 77003
(713) 228-6807

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[1]Concentrated Employment Program
[2]Manpower Development and Training Act

SER-MDTA
914 E. Washington, Room 202
P.O. Box 1090
Brownsville, Texas 78520
(512) 542-4300

SER-MDTA
2818 Port Ave.
Corpus Christi, Texas 78415
(512) 883-4333

SER-MDTA
433 Maple Ave.
Dallas, Texas 75207
(214) 522-6860

SER-MDTA
730 E. Yandell
El Paso, Texas 79902
(915) 533-2631

SER-MDTA
2221 Market St.
National Hotel Building, Suite 303
Galveston, Texas 77550
(713) 765-9313

SER-MDTA
609 Fanning St., 12th Floor
Houston, Texas 77002
(713) 228-[illegible]044

SER-MDTA
1402 Texas Ave.
Lubbock, Texas 79401
(806) 747-3681

SER-MDTA
1515 Saltillo
San Antonio, Texas 78207
(512) 434-9491

SER-MDTA
216 W. 1st St.
P.O. Box 72
San Juan, Texas 78589
(512) 787-5541

SER TALENT SEARCH
2000 Texas Ave.
El Paso, Texas 79901
(915) 533-2474

UTAH

SER-MDTA Project Director
167 E. 9th St.
Salt Lake City, Utah 84101
(801) 363-4521

WASHINGTON

SER-MDTA
5511 S. 1st Ave., Suite 200
Seattle, Washington 98108
(206) 764-4220

WASHINGTON, D.C.

National Field Office
2000 L St., NW, Suite 502
Washington, D.C. 20036
(202) 296-6575

SER-MDTA
3210 Grace St., NW
Washington, D.C. 20007
(202) 333-0510

WISCONSIN

OJT
805 S. 5th St..
Milwaukee, Wisconsin

SER-MDTA
1341 Washington Ave.
Racine, Wisconsin 53403
(414) 632-5463

V Chicano Government Representatives are Increasing

If the Chicano wants government to be more responsive to his needs, he must make sure his voice is heard by government representatives.

A GROWING VOICE THROUGH REPRESENTATION

Chicano representatives in government are giving the Chicano a greater voice in political decisions affecting his life. The number of Chicano representatives is increasing in all three branches of government, at both the federal and state levels. The accompanying chart shows a cross section of the U.S. government and the various branches and components in which Chicanos are employed.

THE GOVERNMENT OF THE UNITED STATES
This chart seeks to show only the more important agencies of the Government.
THE CONSTITUTION
LEGISLATIVE
THE CONGRESS
Senate House
Architect of the Capitol
General Accounting Office
Government Printing Office
Library of Congress
United States Botanic Garden
Cost Accounting Standards Board
EXECUTIVE
THE PRESIDENT
Executive Office of the President
White House Office
Office of Management and Budget
Council of Economic Advisers
National Aeronautics and Space Council
National Security Council
Office of Economic Opportunity
Office of Emergency Preparedness
Office of Science and Technology
Office of the Special Representative for Trade Negotiations
Council on International Economic Policy
Office of Consumer Affairs
Office of Intergovernmental Relations
Council on Environmental Quality
Domestic Council
Office of Telecommunications Policy
Special Action Office for Drug Abuse Prevention
JUDICIAL
The Supreme Court of the United States
Circuit Courts of Appeals of the United States
District Courts of the United States
United States Court of Claims
United States Court of Customs and Patent Appeals
United States Customs Court
Territorial Courts
Federal Judicial Center
Administrative Office of the United States Courts
United States Tax Court
DEPARTMENT OF STATE
DEPARTMENT OF THE TREASURY
DEPARTMENT OF DEFENSE
DEPARTMENT OF JUSTICE
DEPARTMENT OF THE INTERIOR
DEPARTMENT OF AGRICULTURE
DEPARTMENT OF COMMERCE
DEPARTMENT OF LABOR
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
DEPARTMENT OF TRANSPORTATION
INDEPENDENT OFFICES AND ESTABLISHMENTS
Administrative Conference of the U.S.
Atomic Energy Commission
Civil Aeronautics Board
District of Columbia
Economic Stabilization Agencies
Environmental Protection Agency
Export-Import Bank of the U.S.
Farm Credit Administration
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Home Loan Bank Board
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Power Commission
Federal Reserve System, Board of Governors of the
Federal Trade Commission
General Services Administration
Interstate Commerce Commission
National Aeronautics and Space Administration
National Foundation on the Arts and the Humanities
National Labor Relations Board
National Mediation Board
National Science Foundation
Railroad Retirement Board
Securities and Exchange Commission
Selective Service System
Small Business Administration
Smithsonian Institution
Tennessee Valley Authority
U. S. Civil Service Commission
U. S. Information Agency
U. S. Postal Service
U. S. Tariff Commission
Veterans Administration

FEDERAL EMPLOYMENT

Employment statistics for the federal government are shown below (data for the 50 states were not available). As of May 31, 1970, federal employees numbered more than 2.5 million. Of the total work force, minorities constituted some 20 percent and Chicanos almost 3 percent. The following breakdown of employees is by federal agency.

Distribution of Federal Employees

Agency	Total Work Force	Total Minorities		Spanish-Surnamed	
All Agencies	2,592,956	Number 501,871	Percent 19.4	Number 73,968	Percent 2.9
Department of Defense	1,052,288	176,676	16.8	42,433	4.0
U.S. Postal Service	706,563	159,723	22.6	17,820	2.5
Department of Health, Education, and Welfare	104,131	26,373	25.3	1,209	1.2
Treasury Department	93,478	15,906	17.0	1,525	1.6
Department of Agriculture	86,526	7,369	8.5	1,545	1.8
Department of Interior	66,331	14,395	21.7	1,350	2.0
Department of Transportation	62,278	5,216	8.4	676	1.1
Department of Justice	37,459	4,476	11.9	844	2.3
Department of Commerce	28,042	5,197	18.5	189	0.7
Department of State	21,373	3,487	16.3	487	2.3
Department of Housing and Urban Development	14,224	2,968	20.9	186	1.3
Department of Labor	10,136	2,918	28.8	168	1.7
Veterans Administration	147,441	43,326	29.4	3,105	2.1
General Services Administration	37,318	15,222	40.8	908	2.4
National Aeronautics and Space Administration	32,141	1,436	4.5	237	0.7
Tennessee Valley Authority	21,774	1,672	7.7	10	0
Government Printing Office	7,498	3,675	49.0	35	0.5
Atomic Energy Commission	7,081	672	9.5	257	3.6
U.S. Selective Service System	6,509	586	9.0	112	1.7
U.S. Civil Service Commission	5,183	1,382	26.7	123	2.4
General Accounting Office	4,422	680	15.4	29	0.7
Small Business Administration	4,095	658	16.1	106	2.6
Office of Economic Opportunity	2,384	894	37.5	86	3.6
Interstate Commerce Commission	1,734	367	21.2	5	0.3
Federal Communications Commission	1,494	294	19.7	13	0.9
Federal Trade Commission	1,262	251	19.9	4	0.3
Federal Power Commission	1,060	237	22.4	6	0.6
Equal Employment Opportunity Commission	708	419	59.2	64	9.0
Commission on Civil Rights	132	88	66.7	14	10.6
All other agencies	27,891	5,308	19.1	422	1.5

LEGISLATIVE

Chicano Representatives in Top Federal Positions

United States Senate (100 members)

Hon. Joseph M. Montoya, Democrat, New Mexico

4107 New Senate Building
Washington, D.C. 20515
(202) 225-5521

U.S. Courthouse
Federal Building
Albuquerque, New Mexico 87101
(505) 843-2551

United States House of Representatives (435 members)

Hon. E. De La Garza, Democrat, Texas

1434 Longworth Building
Washington, D.C. 20515
(202) 225-2531

District 15
801 Quince
McAllen, Texas 78501
(512) 682-5545

Hon. Henry B. Gonzales, Democrat, Texas

2446 Rayburn Building
Washington, D.C. 20515
(202) 225-3236

District 20
203 Federal Building
San Antonio, Texas 78205
(512) 223-8851

Hon. Manuel Lujan Jr., Republican, New Mexico

1323 Longworth Building
Washington, D.C. 20515
(202) 225-6316

District 1
10001 Federal Building
Albuquerque, New Mexico 87101
(505) 843-2538

Hon. Edward Roybal, Democrat, California

2404 Rayburn Building
Washington, D.C. 20515
(202) 225-6235

District 30
7110 Federal Building
Los Angeles, California 90012
(213) 688-4870

Chicano Representatives in Top State Positions

ARIZONA

State Senate (30 members)

Hon. Frank J. Felix, Democrat, Tucson[1]

Senate Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-4121

District 11
1302 W. Ajo Way
Tucson, Arizona 85713
(602) 889-0746

Hon. Tony Gabaldon, Democrat, Flagstaff[1]

Senate Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-5830

District 2
208 W. Dale
Flagstaff, Arizona 86001
(602) 774-6087

Hon. Alfredo Gutierrez, Democrat, Phoenix[1]

Senate Wing, Capitol Building
1700 W. Washington St.
Phoeniz, Arizona 85007
(602) 271-4291

District 23
4818 S. 11th St.
Phoenix, Arizona 85040
(602) 268-4697

Hon. Manuel Pena, Democrat, Phoenix[1]

Senate Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-4171

District 22
3728 W. Willeta
Phoenix, Arizona 85009
(602) 278-3427

[1] Elected in November 1972

State House of Representatives (60 members)

Hon. Tony Abril, Democrat, Phoenix[1]

House Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-5861

District 23
1718 E. Nancy Ln.
Phoeniz, Arizona 85040

Hon. Carmen Cajero, Democrat, Tucson

House Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-5861

District 10
104 W. District
Tucson, Arizona 85714
(602) 294-8104

Hon. Emilio Carrillo, Democrat, Tucson[1]

House Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-5861

District 11
1961 Calle Mecedora
Tucson, Arizona 85705
(602) 622-7925

Hon. Edward G. Guerrero, Democrat, Globe

House Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-5861

District 4
P.O. Box 521
Globe, Arizona 85501
(602) 425-6097

Hon. Richard Pacheco, Democrat, Nogales[1]

House Wing, Capitol Building
1700 W. Washington St.
Phoeniz, Arizona 85007
(602) 271-5861

District 7
107 Martinez
Nogales, Arizona 85621
(602) 287-5047

Hon. Danny Pena, Democrat, Phoenix[1]

House Wing, Capitol Building
1700 W. Washington St.
Phoenix, Arizona 85007
(602) 271-5861

District 22
1847 N. 39th Ave.
Phoeniz, Arizona 85009
(602) 278-5636

CALIFORNIA

State Senate (40 members)

None

State Assembly (80 members)

Hon. Richard Alatorre, Democrat, Los Angeles[1]

State Capitol, Room 5160
Sacramento, California 95814
(916) 445-7587

48th District
1420 San Pablo St.
Los Angeles, California 90033
(213) 255-7111

Hon. Peter Chacon, Democrat, San Diego

State Capitol, Room 5175
Sacramento, California 95814
(916) 445-7610

79th District
5106 Federal Blvd., Suite 107
San Diego, California 92105
(714) 263-2148

Hon. Alex P. Garcia, Democrat, Los Angeles

State Capitol, Room 6001
Sacramento, California 95814
(916) 445-7533

40th District
257 S. Spring St.
Los Angeles, California 90012
(213) 628-5155

Hon. Raymond Gonzales, Democrat, Bakersfield[1]

State Capitol, Room 4001
Sacramento, California 95814
(916) 445-8490

28th District
2843 La Cresta Dr.
Bakersfield, California 93305
(805) 327-3828

Hon. Joseph B. Montoya, Democrat, La Puente[1]

State Capitol, Room 4149
Sacramento, California 95814
(916) 445-7783

50th District
827 Peggy Ave.
La Puente, California 91744
(213) 968-1544

[1]Elected in November 1972.

COLORADO

State Senate (35 members)

Hon. Roger Cisneros, Democrat, Denver

332 W. 14th Ave.
Denver, Colorado 80204
(303) 244-4508

4th District
1456 S. Xavier
Denver, Colorado 80219
(303) 935-4017

State House of Representatives (65 members)

Hon. Betty Benavidez

1175 Lipan St.
Denver, Colorado 80204
(303) 623-0737

6th District
1175 Lipan St.
Denver, Colorado 80204
(303) 623-0737

NEW MEXICO

State Senate (42 members)

Hon. Roberto Mondragon, Democrat, Santa Fe

Lt. Governor
President of the Senate
Route 1, Box 108A
Santa Fe, New Mexico 87501
(505) 825-2581

Hon. Ben D. Altamirano, Democrat, Silver City

334 State Capitol[1]
Santa Fe, New Mexico 87501
(505) 827-2071

District 28
1123 Santa Rita St.
Silver City, New Mexico 88061
(505) 538-2581, 538-3525

Hon. Jerry Apodaca, Democrat, Las Cruces

District 36
1401-A El Paseo
Las Cruces, New Mexico 88001
(505) 524-2784, 524-3226

Hon. Eddie R. Barboa, Democrat, Albuquerque

District 11
4021 Isleta Blvd, SW
Albuquerque, New Mexico 87105
(505) 877-2433, 877-1006

Hon. Matias L. Chacon, Democrat, Espanola

District 5
239 Onate St., NW
Espanola, New Mexico 87532
(505) 753-2265,753-3342

Hon. Tibo J. Chavez, Democrat, Belen

Majority Floor Leader

District 29
P.O. Box 544
Belen, New Mexico 87002
(505) 864-4428, 864-4733

Hon. Leo R. Dow, Republican, Albuquerque

District 10
8808 Rio Grande Blvd., NW
Albuquerque, New Mexico 87114
(505) 344-5526, 898-1236

Hon. Joseph A. Fidel, Democrat, Grants

District 30
P.O. Box 968
Grants, New Mexico 87020
(505) 287-2919, 287-4864

[1]Address and telephone number are the same for all members of the New Mexico Senate and House of Representatives.

Hon. Consuelo Jaramillo Kitzes, Democrat, Santa Fe
District 25
P.O. Box 418
Santa Fe, New Mexico 87501
(505) 983-6609, 983-6018

Hon. Ray Leger, Democrat, Las Vegas
District 8
P.O. Box 1866
Las Vegas, New Mexico 87701
(505) 425-9316, 425-6189

Hon. Anthony A. Lucero, Democrat, Albuquerque
District 13
2010 Rio Grande Blvd., NW
Albuquerque, New Mexico 87104
(505) 247-8828, 242-7792

Hon. Alex G. Martinez, Democrat, Santa Fe
District 24
1949 Hopi Rd.
Santa Fe, New Mexico 87501
(505) 983-6338, 983-8719

Hon. Robert H. McBride, Democrat, Albuquerque
District 17
523 Lomas, NW
Albuquerque, New Mexico 87102
(505) 247-0567, 268-3155

Hon. C.B. Trujillo, Democrat, Taos
District 6
P.O. Box 1849
Taos, New Mexico 87571
(505) 758-2332, 758-3418

State House of Representatives (70 members)

Hon. Bennie J. Aragon, Democrat, Albuquerque
District 13
10310 Rafael, SW
Albuquerque, New Mexico 87105
(505) 855-9301

Hon. Leroy Baca, Democrat, Socorro
District 49
P.O. Box 163
Socorro, New Mexico 87801
(505) 835-2517, 835-0936

Hon. Richard A. Carbajal, Democrat, Belen
District 9
1001 Camino Del Llano
Belen, New Mexico 87002
(505) 864-8241, 864-4245

Hon. Alvino E. Castillo, Democrat, Raton
District 68
P.O. Box 68
Raton, New Mexico 87740
(505) 445-3615

Hon. Fred Chavez Jr., Democrat, Albuquerque
District 17
225 Natalie, NW
Albuquerque, New Mexico 87107
(505) 842-6211, 344-3389

Hon. Eugene R. Cinelli, Democrat, Albuquerque

District 14
P.O. Box 338
Albuquerque, New Mexico 87101
(505) 243-3529, 242-0535

Hon. Bobby F. Duran, Democrat, Taos

District 42
P.O. Box 1684
Taos, New Mexico 87571
(505) 758-4473

Hon. Raymond Garcia, Democrat, Albuquerque

District 12
600 Isleta Blvd,, SW
Albuquerque, New Mexico 87105
(505) 246-1043, 877-1562

Hon. Richard J. Kloeppel, Democrat, Bernalillo

District 44
P.O. Box 187
Bernalillo, New Mexico 87004
(505) 867-2767, 867-2292

Hon. Edward J. Lopez, Democrat, Santa Fe

District 48
303 Pinos Verdes
Santa Fe, New Mexico 87501
(505) 982-1824, 982-1671

Hon. Chris M. Lucero, Democrat, Albuquerque

District 16
P.O. Box 7012
Albuquerque, New Mexico 87104
(505) 243-3545, 242-5061

Hon. Fred Luna, Democrat, Los Lunas

District 8
Route 1, Box 239
Los Lunas, New Mexico 87031
(505) 865-9249

Hon. Walter K. Martinez, Democrat, Grants

District 7
P.O. Box 10
Grants, New Mexico 87020
(505) 287-4862, 287-2400

Hon. Abel E. McBride, Democrat, Albuquerque

District 29
5212 Ironwood Dr., NW
Albuquerque, New Mexico 87114
(505) 842-5226, 898-6511

Hon. Reynaldo S. Medina, Democrat, Charma

District 41
P.O. Box 676
Charma, New Mexico 87520
(505) 756-6811

Hon. Daniel M. Provencio, Democrat, Las Cruces

District 37
700 Lees Dr.
Las Cruces, New Mexico 88001
(505) 526-2572

Hon. Eloy P. Quintana, Democrat, Santa Cruz

District 46
P.O. Box 155
Santa Cruz, New Mexico 87567
(505) 753-3293

Hon. Louis J. Romero, Democrat, Gallup
District 6
505 W. Mesa
Gallup, New Mexico 87301
(505) 863-5241

Hon. Ben Roybal, Democrat, Albuquerque
District 10
301 2nd St., SW
Albuquerque, New Mexico 87101
(505) 243-5861, 243-4388

Hon. Nick L. Salazar, Democrat, San Juan Pueblo
District 40
P.O. Box 773
San Juan Pueblo, New Mexico 87566
(505) 667-4465, 852-4178

Hon. Raymond G. Sanchez, Democrat, Albuquerque
District 15
806 Bank of New Mexico Building
Albuquerque, New Mexico 87101
(505) 243-9726, 898-1810

Hon. Samuel F. Vigil, Democrat, Las Vegas
District 70
411 Moreno St.
Las Vegas, New Mexico 87701
(505) 425-7511, 425-6565

TEXAS

State Senate (31 members)

Hon. Raul Longoria, Democrat, Edinburg
Capitol Station, Box 338
Austin, Texas 78711
District 27
P.O. Box 182
Edinburg, Texas 78539
(512) 475-3471

Hon. H. Tati Santiesteban, Democrat, El Paso
Capitol Station, Box 212
Austin, Texas 78711
District 29
601 La Cruz
El Paso, Texas 79925
(915) 475-3641

State House of Representatives (150 members)

Hon. Terry A. Canales, Democrat, Premont
Capitol Station, Box 149
Austin, Texas 78711
District 58
P.O. Box 730
Premont, Texas 78375
(512) 475-6197

Hon. Matt Garcia, Democrat, San Antonio
Capitol Station, Box 137
Austin, Texas 78711
District 57K
302 W. Mulberry
San Antonio, Texas 78212
(512) 475-6188

Hon. William Hall Jr., Democrat, Laredo
Capitol Station, Box 89
Austin, Texas 78711
District 57
1811 Market St.
Laredo, Texas 78040
(512) 475-5847

Hon. Joe L. Hernandez, Democrat, San Antonio
Capitol Station, Box 67
Austin, Texas 78711
District 57J
423 Sharon Ave.
San Antonio, Texas 78205
(512) 475-5697

Hon. Greg Montoya, Democrat, Elsa

Capitol Station, Box 27
Austin, Texas 78711

District 49
641 N. Broadway
Elsa, Texas 78543
(512) 475-4732

Hon. Ben Reyes, Democrat, Houston

Capitol Station, Box 125
Austin, Texas 78711

District 87
1006 Zoe
Houston, Texas 77020
(713) 475-6249

Hon. Henry Sanchez, Democrat, Brownsville

Capitol Station, Box 2910
Austin, Texas 78711

District 50
152 E. Levee
Brownsville, Texas 78520
(512) 475-2624

Hon. Carlos T. Truan, Democrat, Corpus Christi

Capitol Station, Box 147
Austin, Texas 78711

District 48
P.O. Box 5445
Corpus Christi, Texas 78045
(512) 475-5743

Hon. Bob Vale, Democrat, San Antonio

Capitol Station, Box 128
Austin, Texas 78711

District 571
358 Springwood Ln.
San Antonio, Texas 78216
(512) 475-2817

EXECUTIVE

Chicano Presidential and Supergrade Federal Appointees[1]

Cabinet Committee on Opportunities for Spanish-Speaking People

Henry M. Ramirez, Chairman
(202) 382-6651

Peter H. Patino, Executive Director for Operations
(202) 382-4288
1707 H St., NW
Washington, D.C. 20506

Equal Employment Opportunity Commission

Raymond L. Telles, Commissioner
(202) 343-3134

Edward Pena, Director of Compliance
(202) 343-7341
1800 G St., NW
Washington, D.C. 20506

Office of Economic Opportunity

Philip V. Sanchez, Director
(202) 254-5000

Bert A. Gallegos, General Counsel
(202) 254-5830

Louis Ramirez, Director, Economic Development Division
(202) 254-5056
1200 19th St., NW
Washington, D.C. 20506

Samuel R. Martinez, Regional Director, Region VI
1100 Commerce St.
Dallas, Texas 75202
(214) 749-1301

Joe D. Casillas, Regional Director, Region VIII
Federal Building
1961 Stout St.
Denver, Colorado 80202
(303) 837-4767

Small Business Administration

Gilbert Montano, Regional Director, Region IX
450 Golden Gate Ave.
San Francisco, California 94102
(415) 556-7487

Department of Health, Education, and Welfare

Fernando E.C. De Baca, Regional Director, Region IX
50 Fulton St.
San Francisco, California 94102
(415) 556-6746

Armando M. Rodriquez, Assistant Commissioner for Regional Office Coordination
400 Maryland Ave., SW
Washington, D.C. 20202
(202) 962-4175

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[1] As of November 1972

Department of Labor

Edward A. Aguirre, Regional Director, Region IX
450 Golden Gate Ave.
San Francisco, California 94102
(415) 556-8755

Xavier Mena, Deputy Director, Job Corps
1111 18th St., NW
Washington, D.C. 20210
(202) 382-8118

Fred E. Romero, Director, Office of Training and Employment Opportunities
Longfellow Building, Room 1214
Washington, D.C. 20210
(202) 961-3605

Department of Housing and Urban Development

Arthur C. Troilo, Director, Office of Community and Environmental Standards
451 7th St., SW
Washington, D.C. 20410
(202) 755-5977

Manuel Sanchez III, Area Director
1100 Commerce St.
Dallas, Texas 75202
(214) 749-1601

Department of Justice

Gilbert C. Pompa, Associate Director of National Services
550 11th St., NW
Washington, D.C. 20530
(202) 739-4016

Maurilio Ortiz, Acting Regional Director, Community Relations Service, Region VI
1100 Commerce St.
Dallas, Texas 75202
(214) 749-1525

Pat J. Madrid, U.S. Marshal, Region IX
8202 Federal Building
Phoenix, Arizona 85025
(602) 261-3621

Doroteo R. Baca, U.S. Marshal, Region VI
U.S. Courthouse Building
P.O. Box 444
Albuquerque, New Mexico 87103
(505) 843-2933

Victor R. Ortega, U.S. Attorney, New Mexico, Region VI
U.S. Courthouse Building
P.O. Box 607
Albuquerque, New Mexico 87103
(505) 843-3341

Anthony J.P. Farris, U.S. Attorney, Southern District, Region VI
12000 U.S. Courthouse
515 Rusk Ave.
Houston, Texas 77061
(713) 226-4741

Treasury Department

Romana Acosta Banuelos, U.S. Treasurer
15th St. and Pennsylvania Ave.
Washington, D.C. 20220
(202) 964-2333

Urban Mass Transportation Administration

Carlos C. Villarreal, Administrator
400 7th St., SW
Washington, D.C. 20423
(202) 426-4040

Department of State

A.F. Rodriguez, Consultant to the White House
726 Jackson Pl., NW, Room 7217
Washington, D.C. 20500
(202) 456-2813

Interstate Commerce Commission

Rodolfo Montejano, Commissioner
2605 N. Baker
Santa Ana, California
(714) 543-4440

U.S. Information Agency

Edward Hidalgo, Special Assistant to the Division for Private Resources
1750 Pennsylvania Ave., NW
Washington, D.C. 20547
(202) 632-6646

Action

Edward M. Yturri, Regional Director, Region VI
212 N. St. Paul St.
Dallas, Texas 75202
(214) 749-1729

Abe M. Pena, Peace Corps, Country Director
American Embassy
Tegucigalpa, Honduras

Jose M. Villalobos, Peace Corps, Country Director
American Embassy
Bogota, Columbia

Chicano State Appointees

ARIZONA (names unavailable)

CALIFORNIA

Fair Employment Practices Commission (FEPC)

Stella Sandoval, Commissioner
322 W. 1st St., Room 2126
Los Angeles, California 90012
(213) 620-3030

Mark Guerra, Commissioner
455 Golden Gate Ave.
San Francisco, California 94101
(415) 557-2005

Adult Authority

Daniel Lopez

City of Los Angeles

Manuel Aragon Jr., Deputy Mayor
City Hall, Room 305
Los Angeles, California 90012
(213) 485-5188

COLORADO (names unavailable)

NEW MEXICO (names unavailable)

TEXAS (names unavailable)

JUDICIAL

Chicano Representatives in Top Federal Positions (U.S. Federal District Court Judges)

Southwest Total:	**59**	**Chicanos:**	**2**
ARIZONA			0
CALIFORNIA			1
COLORADO			0
NEW MEXICO			0
TEXAS			1

Chicano Representatives in Top State Positions (State Courts)

Southwest Total:	**961**	**Chicanos:**	**32**
ARIZONA	61		0
CALIFORNIA[1]	437		7
COLORADO	170		4
NEW MEXICO	57		18
TEXAS	236		3

Chicano Representatives in Other Significant State Positions (Offices of Deputy District Attorneys, Prosecutors, etc.)

Southwest Total:	**590**	**Chicanos:**	**20**
ARIZONA	15		0
CALIFORNIA	458		11
COLORADO	46		0
NEW MEXICO	26		1
TEXAS	45		8

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[1]Only names available:

– Superior Court Judges
Arthur L. Alarcon
John A. Arguelles
Leopoldo G. Sanchez
Carlos M. Teran
Carlos E. Velarde
111 N. Hill St.
Los Angeles, California 90012
(213) 974-1234

– Municipal Judge
Antonio Chavez
110 N. Grand Ave.
Los Angeles, California 90012
(213) 974-6111

VI National Chicano Organizations are Involved

National Chicano organizations[1]—such as League of United Latin American Citizens, GI Forum, and Mexican American Political Association—must recognize the immediate needs of Chicano communities and redirect their priorities to serve those needs.

[1]Because of the time constraint, it was not possible to compile a complete list of organizations, chapters, and names of key personnel. Additional information will be included when the book is revised.

LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC)

(Founded February 17, 1929)

Objective

To improve Spanish-surnamed communities by sponsoring programs that make the residents aware of their rights. Although education is emphasized, problem areas ranging from housing to equal employment opportunity and affirmative action receive special attention.

Programs and Involvement

Education

$2 million project funded by U.S. government (July 1972)

Housing

U.S. government-funded projects (approximately 28)

Manpower

Cosponsor with GI Forum of Service Employment Redevelopment (SER) (GFY: $20 million)

Council of the Aging

Reapportionment

Civil rights suits

Youth activities

Women's advancement

Equal employment opportunity and affirmative action

Economic development to assist Chicano businessmen

LULAC Economic Development Agencies (LEDA)

Other current issues

Communication Media

National and state monthly newspapers

TV programs "LULAC Hour" (monthly) and "Alma de Bronze" (weekly) in San Francisco

National President

Joe Benites

4202 N. 27th St., No. 18
Phoenix, Arizona 85016
(606) 279-4141

National President of Youth

Robert Rodriguez

5363 S. Datura
Littleton, Colorado 80120
(303) 798-9157

Arizona

State Director

Hank Arredondo

115 E. Pierce St.
Tempe, Arizona
(602) 271-5821

Councils

Chandler No. 1006
Flagstaff No. 260
Mesa No. 1007
Phoenix No. 284
Phoenix, South No. 1005
Phoenix, West No. 1004
Scottsdale No. 1001
Tempe No. 361
Tucson No. 1009
Verde Valley No. 1008

California

State Director

Fidel Gonzales

8811 Universe St.
Westminster, California 92683
(714) 543-0111

Councils

Anaheim No. 316
Artesia No. 2009
Azusa No. 6
Bakersfield
Blythe
Brea
Buena Park No. 2012
Carson
Coachella Valley No. 2001
Compton No. 2006

Corona
Culver City No. 2018
Downey No. 2005
El Centro
Farmersville
Fountain Valley No. 2019
Fresno No. 2013
Fullerton No. 278
Gardena No. 2015
Garden Grove No. 2011
Greater Los Angeles Civic No. 2056
Hemet
Indio
La Habra No. 239
La Mirada No. 404
La Puente
Lincoln Heights No. 2021
Long Beach
Los Angeles No. 2004
Norwalk No. 344
Ontario No. 318
Palm Springs
Paramount No. 357
Pico Rivera
Placentia No. 174
Riverside
Sacramento
San Francisco No. 2008
San Jacinto
San Jose No. 2026
San Pedro No. 317
Santa Ana No. 147
Santa Ana No. 2027
Santa Maria
Santa Monica No. 2016
Stanton No. 245
Sylmar No. 2007
Vehice No. 2010
Whittier

Colorado

State Director
Dorroteo De Leon
5363 S. Datura
Littleton, Colorado 80120
(303) 798-9157
Council
Denver

Illinois

State Director
Manuel Juarez
Route 25, Box 607
Osvego, Illinois 60543
(312) 554-3404
Council
Joliet

Indiana

State Director
Armando Garcia
56707 Joseph Ln.
South Bend, Indiana
Councils
Gary No. 349
Hammond
South Bend No. 5001

Iowa

State Director
Celestino George
3702 Rockingham Rd.
Davenport, Iowa
(309) 355-0177
Councils
Davenport
Des Moines

Kansas

State Director
Ascencion Hernandez
4734 Evy
Merriam, Kansas 66203
(913) 262-0310
Council
Topeka No. 11071

Maryland

State Director (name unavailable)
Council
Baltimore

Michigan

State Director
Jose J. Martinez
8921 Pulaski
Detroit, Michigan 48209
Councils (names unavailable)

Minnesota

State Director (name unavailable)
Council
St. Paul

Nevada

State Director
Robert Agonia
3584 Newland Ave.
Las Vegas, Nevada
Councils (names unavailable)

New Mexico

State Director
Sam Garcia
Box 221
Los Alamos, New Mexico
Councils
Albuquerque No. 8002
Lordsburg

Texas

State Director
Manuel Gonzales
2590 Morgan Ave.
Corpus Christi, Texas
(512) 882-8284
Councils
Alvin No. 281
Angleton No. 609
Beaumont No. 394
El Paso No. 132
Freeport No. 504
Galveston No. 151
Houston No. 22
Houston No. 389
Houston No. 402
Port Arthur No. 228
Texas City No. 255
Victoria No. 626
Weslaco No. 291
Wharton No. 615

Washington

State Director
Arthur Blanco
14411 SE 165th
Renton, Washington 98055
Councils (names unavailable)

Washington, D.C.

Director
Ada Pena
13517 Collingwood Ter.
Silver Spring, Maryland
(301) 384-4816
Council
Washington, D.C. No. 11041

Wisconsin

State Director
Eva Morones
1321 Indiana St.
Racine, Wisconsin 53405
Councils
Milwaukee
Racine No. 289

Other States (data unavailable)

Florida
Montana
Oregon
Utah

GI FORUM

(Founded March 26, 1948)

Objective

To develop leadership in community, civic, and political affairs; to preserve and advance the basic principles of democracy, religious and political freedom of the individual, and equal social and economic opportunities for all citizens; to secure and protect for all veterans the rights and privileges guaranteed by the Constitution and the laws of our country.

Programs and Involvement

Manpower

Cosponsor with LULAC of Service Employment Redevelopment (SER)

Veterans' training

Civil rights

Boycotting of discriminatory employers

Education

Youth development

Other current issues

National Chairman

Tony Gallegos
7149 Pico Vista Rd.
Pico Rivera, California 90660
(714) 896-1309

National Youth Chairman

Lupe Barrientes
1614 14th St.
Hondo, Texas 78816
(512) 426-8808

Arizona

State Chairman
Henry Mejia
3824 W. Avalon Ave.
Phoenix, Arizona 85091

Forums
Glendale
Phoenix
Tucson
Winslow

California

State Chairman
Tony Gallegos
7149 Pico Vista Rd.
Pico Rivera, California 90660
(714) 896-1309

FORUMS
Barstow
Carpinteria Valley
Colton
El Centro
Escondido
Fremont
Gilroy
Guadalupe-Hidalgo
Hayward
Imperial Valley
La Mirada
Lompoc
Los Angeles
Modesto
Multicity
New Fichmond
Oakland
Oceanside
Pico Rivera
Richmond
Riverside
San Bernardino
San Diego
San Fernando Valley
San Francisco
San Gabriel
San Jose
San Jose, South
San Leandro
Santa Barbara
Santa Clara
Sante Fe Springs
Santa Maria Valley
Sierra Nevada
Tulare
Union City
Vista
Watsonville
Whittier

Colorado

State Chairman
Ivan Vasquez
345 Harrison St.
Loveland, Colorado 80537
(309) 726-9595

Forums
Colorado Springs
Commerce City
Denver
Denver, Mile-Hi
Denver, Skyline
Fort Lupton
Greeley
Loveland
Northern Weld County

Florida

State Chairman
Paula Pericola
272 St. Patrick Ave.
Pensacola, Florida 32503

Forum
Pensacola

Illinois

State Chairman
Jessie J. Perez
116 5th Ave.
Moline, Illinois 61265
(309) 762-9595

Forums
Chicago Midwest
Lake County
Moline

Indiana

State Chairman
Phyllis Rodriguez
3346 Michigan Ave.
East Chicago, Indiana 46313

Forums
East Chicago
Ft. Wayne

Iowa

State Chairman
Robert Trujillo
1220 N. 2nd St.
Le Claire, Iowa 52753

Forum
Davenport

Kansas

State Chairman
Jessie Campos
1403 Atchison
Topeka, Kansas 66616

Forums
Chanute
Dodge City

El Dorado
Emporia
Hutchinson
Kansas City
Leoti
Salina
Topeka No. 1
Topeka Rangel Bros.
Topeka Urban
Wichita
Winfield

Michigan

State Chairman
Tom A. Zuniga
915 Thompson St.
Saginaw, Michigan 48607
(517) 754-0038

Forums
Adrian
Detroit
Flint
Holland
Lansing
Pontiac Northside
Saginaw

Missouri

State Chairman
Roberto L. Alvarez Jr.
2215A Missouri
St. Louis, Missouri 63104

Forums
Kansas City
St. Louis

Nebraska

State Chairman
Nick Garcia
3027 S. 48th St.
Lincoln, Nebraska 68506
(402) 488-5840

Forums
Lincoln
Omaha
Platte Valley
Scottsbluff

Nevada

State Chairman
Albert Gonzales
604 N. Main St.
Las Vegas, Nevada 89101

Forum
Las Vegas

New Mexico

State Chairman
Lincoln McTeique
121 Solana Dr.
Sante Fe, New Mexico 87501
(505) 983-4443

Forums
Albuquerque
Las Cruces
Otero County
Santa Fe

Ohio

State Chairman
Salathiel Velez
3067 Denver Ave.
Lorain, Ohio 44055

Forums
Lorain
Port Clinton

Oregon

State Chairman
Refugio R. Castillo
1395 Liberty St., NE
Salem, Oregon 97303

Forum
Salem

Texas

State Chairman
Amador Garcia
P.O. Box 5425
Corpus Christi, Texas 78405

Forums
Abilene
Alice
Aransas Pass
Austin
Bay City
Beeville
Big Spring
Bishop
Brownfield
Corpus Christi
Corpus Christi Central
Corpus Christi Molina
Corpus Christi Port Ayers
Corpus Christi Westport
Crystal City
Dallas
Del Rio
Driscoll
Eagle Pass
Elgin
El Paso Central
El Paso Pass City
El Paso Ysleta
Ennis
Floydada
Fort Stockton
Fort Worth
Freer
Galveston
Gregory
Haskell
Houston
Karnes City
Kenedy
Kingsville
Lamesa
Laredo
Lubbock
Mathis
Maxwell-Martindale
McAllen
New Braunfels
Odem
Ozona
Pharr
Plains
Port Arthur
Port Lavaca
Premont
Robstown
Rockport
San Angelo
San Antonio
San Antonio Alamo
San Antonio Downtown
San Antonio Eastside
San Antonio Southside
San Antonio Southwest
San Antonio West
San Marcos
Seguin
Skidmore
Slaton
Sonora
Sweetwater
Taft
Temple
Tivoli
Victoria
Waxahachie
Wichita Falls
Wilson
Woodsboro

MEXICAN AMERICAN POLITICAL ASSOCIATION (MAPA)

(Founded 1958)

Objective

To create through political action a nonpartisan organization for the social, economic, cultural, and civic betterment of Chicanos and other Spanish-speaking people.

Programs and Involvement

- **Political awareness**
- **Reapportionment**
- **Immigration**
- **Affirmative action**
- **Police-community relations**

Publication

- **Bimonthly newsletter**

National and California State President

Armando O. Rodriguez
313 N. Blackstone
Fresno, California 93701
(209) 486-1479

California Chapters

- Banning
- Barstow
- Blythe
- Chino
- Colton
- Compton
- Fresno
- Hayward
- Indio-Coachella
- Los Angeles, 40th Assembly District
- Los Angeles, 48th Assembly District
- Los Angeles, 56th Assembly District
- Montebello
- Napa
- National City
- Perris
- Pico Rivera
- Pittsburg
- Redlands
- San Francisco
- Sanger
- San Jose
- Sonoma
- Stockton
- Vacaville

Other States (data unavailable)

- **Arizona**
- **Colorado**
- **Illinois**
- **Kansas**
- **Michigan**
- **New Mexico**
- **Oregon**
- **Texas**
- **Washington**
- **Washington, D.C.**

MEXICAN AMERICAN LEGAL DEFENSE AND EDUCATIONAL FUND (MALDEF)

(Founded October 1967)

Objective

To advance the civil rights of Chicanos through legal action and legal education.

Programs and Involvement

- **Litigation**
- **Educational grants**
- **Attorney referral**
- **Brief bank and information center**
- **Legal seminars**
- **Supportive resources**

Publication

- **Quarterly newsletter**

National Office

Mario Obledo, General Counsel
145 9th St.
San Francisco, California 94103
(415) 626-6196

State Offices

Percy Duran, Associate Counsel
Continental Building
408 S. Spring St., Suite 608
Los Angeles, California 90013
(213) 627-1764

Ed Idar Jr., Associate Counsel
501 Petroleum Commerce Building
201 N. St. Mary's St.
San Antonio, Texas 78206
(512) 224-5476

Kenneth Padilla, Associate Counsel
209 16th St., Suite 200
Denver, Colorado 80204
(303) 753-3193

(Associate counsel to be named)
New Mexico Legal Rights
1015 Tijeras, NW
Albuquerque, New Mexico 87101

(Associate counsel to be named)
Washington, D.C.

UNITED FARM WORKERS (UFW)

(Founded 1962)

Objective

To improve the working and living conditions of farm workers through united action, self-help, and service programs. (Farm workers are not protected by federal collective bargaining legislation and many other federal and state labor laws.)

Programs and Involvement

Farm Workers Credit Union

Farm Workers Health Group

Robert F. Kennedy Medical Plan

Paulo Agbayani Retirement Village

La Paz Retreat and Educational Center

School for children of farm workers

Service centers

National Director

Cesar Chavez
P.O. Box 62
Keene, California 93531
(805) 822-5571

State Coordinators

California

Leroy Chatfield

Reverend Wayne C. Hartmire Jr.
1411 W. Olympic Blvd., Room 511
Los Angeles, California 90015
(213) 381-1136

Fred Ross Jr.
4101 23rd St.
San Francisco, California 94114
(415) 826-7735

Larry Trammit
P.O. Box 373
San Jose, California
(408) 292-4651

John Waite
2934-1/2 Juniper
San Diego, California
(714) 281-4013

Colorado

Richard Longoria
1850 Race St.
Denver, Colorado 80206
(303) 333-1278

Connecticut

George Sheridan
1915 Park St.
Hartford, Connecticut 06105

Florida

Robbie Jaffe

Chris Meyer
2206 NW 27th Ave.
Miami, Florida 33142
(305) 633-7071

Susan Gagan

Nancy Hickey
14705 Carnation Dr.
Tampa, Florida 33612
(813) 933-1442

Georgia

Tom Gannon
86 11th St., NE
Atlanta, Georgia 30309
(404) 892-0927

Illinois

Chester Ruiz
1300 S. Wabash Ave.
Chicago, Illinois 60605
(312) 939-5120

Maryland

Steve Jimenez
2020 E. Lombard St.
Baltimore, Maryland 21231
(301) 254-6412

Gil Padilla
7332 Piney Branch Rd.
Tacoma Park, Maryland 20012
(301) 587-0510

Massachusetts

Nick Jones
302 Berkeley
Boston, Massachusetts
(617) 536-9465

Michigan

Richard Chavez
Patty Proctor
3414 Michigan Ave.
Detroit, Michigan 48216
(313) 825-4811

Missouri

Nancy Welch
4323 McPherson
St. Louis, Missouri 63108
(314) 533-4663

New Jersey

David and Pauline Cormier
288 Barrow St.
Jersey City, New Jersey
(201) 451-4970

New York

Linda Brown

Dolores Huerta
331 W. 84th St.
New York, New York 10024
(212) 799-5800

Ann Puharich
80 Central Park West
New York, New York 10023
(212) 799-7799

Ohio

David Hernandez
P.O. Box 3
Dayton, Ohio
(513) 222-6747

Eliseo Medina
2705 Detroit Ave.
Cleveland, Ohio 44113
(216) 696-2686

Oregon

Mel Huey
5727 NE 15th Ave.
Portland, Oregon 97211
(503) 282-9827

Pennsylvania

Gracielo Cisneros
5867 Ellsworth Ave.
Pittsburgh, Pennsylvania 15206
(412) 362-9394

Ruth Shy
309 N. 37th St.
Philadelphia, Pennsylvania 19104
(215) 386-8434

Texas

Bill Chandler
318 W. Houston, No. 331
San Antonio, Texas 78205
(512) 225-4713

Antonio Orendain
2103 Chicago
McAllen, Texas 78501
(512) 682-6144

Washington

Dale Van Pelt
6359 18th Ave., SW
Seattle, Washington 98106

Wisconsin

Brother Dave Jorgensen
3900 N. 3rd
Milwaukee, Wisconsin 53212

CHICANO BUSINESS STUDENTS' ASSOCIATION

(Founded May 1971)

Objective

To promote a united effort for Chicano economic development, placing emphasis on obtaining degrees in fields related to business and management.

Programs and Involvement

Recruiting

Tutoring

Economic seminars

Publication

Monthly newsletter

National Chairman

Joe R. Montes
P.O. Box 65067
Los Angeles, California 90065
(213) 257-4590

State Presidents (names unavailable)

Chapters (see Section III for addresses of institutions)

Arizona

University of Arizona

California

California State Colleges

Fresno
Hayward
Los Angeles
San Bernardino
San Jose
San Luis Obispo (Polytechnic)

University of California

Davis
Los Angeles

California Private College

Occidental

California Private University

Stanford

Colorado

University of Colorado, Boulder

Massachusetts

Harvard Business School
Massachusetts Institute of Technology

New Mexico

University of New Mexico, Albuquerque
University of New Mexico, Las Cruces

Texas

University of Texas at Austin
University of Texas at El Paso

Washington

University of Washington

LA RAZA LAW STUDENTS' ASSOCIATION (LRLSA)

(Founded 1969)

Objective

To increase the number of Chicanos admitted to and retained in law schools throughout the nation.

Programs and Involvement

Recruiting

Tutoring

Legal aid to the poor

National President (name unavailable)

California Chairwoman

Carmelita Ramirez
Loyola University School of Law
1440 W. 9th St.
Los Angeles, California
(213) 776-4870

Chapters (see Section III for addresses of institutions)

California

University of California
Berkeley
Davis
Los Angeles
San Diego
Santa Barbara

California Private Universities
Santa Clara
Southern California
Stanford

Colorado
University of Colorado, Denver Center

Massachusetts
Harvard Law School

New Mexico
University of New Mexico, Albuquerque

NATIONAL CONCILIO FOR CHICANO STUDIES

(Founded 1970)

Objective

To assist in developing, implementing, and maintaining programs for Chicano Studies in educational institutions, from elementary schools to universities.[1]

Programs and Involvement

National training seminars in Chicano Studies for four-year college and university administrators (GFY 1974)

Counseling for proposal preparation

Seminars in cultural awareness

Communication clearinghouse for information about Chicano programs and educational materials

Referral of Chicano Studies personnel

Curriculum development

Publication

EPOCA - Chicano Studies Journal (donations needed to continue publication)

Please send donations to:

Magdalena C. Duran
601 Brand Blvd., No. 110
San Fernando, California 91340
(213) 365-8560

National Chairman

Gus Chavez
c/o Chicano Supportive Services
San Diego State University
5178 College Ave.
San Diego, California 92115
(714) 286-6967

State Coordinators

Arizona

Luz Baeza
903 E. Buckeye Rd.
Phoenix, Arizona 85034
(602) 252-7191

California

Magdalena C. Duran
601 Brand Blvd., No. 110
San Fernando, California 91340
(213) 365-8560

Frank Sandoval
Chicano Studies Dept.
California State University, Long Beach
Long Beach, California 90801
(213) 498-4648

Colorado

Ms. Marcela Trujillo
1735 W. 51st Ave.
Denver, Colorado 80221
(303) 534-6892

Tom Romero
1315 12th Ave., No. 4
Greeley, Colorado
(303) 351-2931, Ext. 2710

Idaho

Rudy Pena
Dept. of Education
College of Idaho
Caldwell, Idaho
(208) 459-5224

Michigan

Daniel Soza
1306 Carlisle
Saginaw, Michigan 48601
(517) 752-0444

Froyland Torres
646 Vito
Grand Rapids, Michigan
(616) 454-3333

New Mexico

Carlos Anaya
Chicano Studies Center, Box 2045
Eastern New Mexico University
Portales, New Mexico 88130
(505) 562-2011

Jose Lucero
Mathematics Dept.
Highlands University
Las Vegas, New Mexico 87701
(505) 425-7511, Ext. 275

Texas

Carlos Calbille
3520 Montrose, No. 216
Houston, Texas 77006
(713) 524-0595, 6

Trinidad Pina
Colonias Del Valle
Box 907
San Juan, Texas 78589
(512) 787-9901

Utah

Fred Le Blanc
Employee Relations
University of Utah
Salt Lake City, Utah 84112
(801) 328-6301

Washington

Reymundo Marin
Director, Chicano Studies
Washington State University
Pullman, Washington 99163
(509) 335-8656

Washington, D.C.

Franco Alejandro
1401 N St., NW, No. 601
Washington, D.C.

Leonard Salazar
Office of Education
Federal Office Building 6, Room 4003
Washington, D.C. 20202
(202) 962-4021

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[1]Chicano Studies are structured to help Chicanos overcome the failure of educational institutions to fully develop their potential. The U.S. Commission on Civil Rights recently released these findings: teachers praise Anglo students 36 percent more often than they commend Chicano students; teachers use 40 percent more of Anglo students' ideas than those of Chicano pupils; teachers "respond positively" 40 percent more often to Anglo students than to Chicano pupils.